**FROM: Paul McKinney Ref: I/C 05/22**

**DATE: 04 January 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**The OFFICE of the VICTIMS OF CRIME Commissioner**

**COMPLAINTS OFFICER AND OFFICE MANAGER**

**EOII**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity and ask that you consider bringing it to the attention of staff in your organisation who would be eligible to apply. It is also available on the Interchange Website.

Eligibility

1. The opportunity is aimed at individuals at junior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. £26,017 - £26,575. The Office of the Victims of Crime Commissioner will meet salary costs and the post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

Duration

1. The secondment will be expected to last for 2 years with the potential to extend for 1 year, subject to the agreement of all parties.
2. Location

The location of the Office will be in Knockview Buildings, Stormont Estate, Belfast, BT4 3SJ. It will be a matter for the Victims of Crime Commissioner Designate as to whether a hybrid working approach between home working and office working is to be adopted.

Authorisation

1. All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager, and confirmation that your parent organisation is willing to release you if successful.

How to apply (process for **non**-NI Civil Service organisations)

1. Interested staff should complete a candidate proforma, available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and return it to the Interchange Secretariat by email at: interchangesecretariat@finance-ni.gov.uk by **Noon on Friday 21 January 2022;** otherwise I will assume a nil return.

GDPR

1. Your information will be held and managed in accordance with the Data Protection Act/GDPR policies and procedures, including those relating to retention and disposal will be applied; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties only with the explicit permission and assurance of NICSHR.

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