**FROM: Paul McKinney Ref: I/C 06/22**

**DATE: 10 JANUARY 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Business services organisation (BSO)**

**HR Advisor**

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 lower management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. BSO will meet salary costs and associated expenses and the salary range £24,907 (plus incidental travel costs).

Duration

1. It is anticipated that this opportunity will continue until June 2022.
2. Location

The successful candidate will be based at Franklin Street, Belfast.

Currently staff encouraged to work from home where possible, however, there will be on occasion some requirement to come into the office.

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.

Further information

1. For further information about the post please contact Eamonn MacManus at Business Services Organisation by email at: eamonn.macmanus@hscni.net.

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.

**Paul McKinney**

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