**FROM: PAUL McKINNEY Ref: I/C 13/22**

**DATE: 28 JANUARY 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**VIOLENCE AGAINST THE PERSON BRANCH - DoJ**

**STAFF OFFICER**

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

Salary

1. DoJ will meet salary costs and associated expenses and the salary range is £32,008 - £33,128 pa.

Duration

1. Secondment – 1 year initially with the possibility of an extension, subject to agreement of all parties.
2. Location

The post will be based at Department of Justice, Block B, Castle Buildings, Stormont Estate, Belfast, BT4 3SG. Staff are currently working from home.

 Form of transport: The successful candidate should have access to a suitable form of transport to fulfil the duties of this post.

Authorisation

1. All applications **must** be accompanied by a signed 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 **4.00pm** **on** **Friday 18 February 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.

Further Information

1. For further information please contact Veronica Holland on tel: 07795 164 059 or by email at: veronica.holland@justice-ni.gov.uk.

**Paul McKinney**

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