**FROM: PAUL McKINNEY Ref: I/C 25/22**

**DATE: 29 APRIL 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of JuSTICE (DoJ)**

**Troubles Permanent Disablement Payment Scheme**

**Contract Manager**

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 and any associated expenses and the salary range is £39,748 - £42,639. Starting salary will be at the minimum of the scale.

Duration

1. Two year full-time secondment from the date of commencement (may be extended for up to one further year, subject to the agreement of all parties).

It is hoped the successful candidate can commence the secondment in June 2022, or as soon as a release date can be agreed.

1. Location

The post is based at Queen’s Court, 56 – 66 Upper Queen’s Street, Belfast BT1 6FD. Home working be in compliance with the NICS Hybrid Working Policy will be in effect.

Security Clearance

1. The successful candidate will be required to undergo and obtain Counter Terrorist Check (CTC) clearance before taking up post. DOJ will arrange for this to be completed.

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 **4.00pm on Friday 20 May 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.

**Paul McKinney**

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