**FROM: PAUL McKINNEY Ref: I/C 36/22**

**DATE: 26 MAY 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**the depatrment for infrastructure (DfI)**

**staff officer**

**(Corpoate Policy Unit)**

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. DfI will meet the salary costs and associated allowances of the role. The salary scale is £32,328- £33,459 per annum.

Duration

1. Secondment – 6 months with the possibility of an extension, subject to agreement from all parties.
2. Location

The secondee will be based at Clarence Court, Adelaide Street, Belfast, though staff are currently predominantly working from home in line with Executive guidance. Future working arrangements are expected to be a hybrid of home and office working

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). **Applications must be submitted by 4.00pm on Friday 10th June to:** interchangesecretariat@finance-ni.gov.uk.

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. Applicants wishing to learn more about these post(s) before deciding to apply should contact Lillian Hanna by email: lillian.hanna@infrastructure-ni.gov.uk

Paul McKinney

Paul McKinney

Interchange Secretariat