**FROM: PAUL MCKINNEY Ref: I/C 60/22**

**DATE: 09 SEPTEMBER 2022**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**THE CHIEF EXECUTIVES’ FORUM (CEF)**

**ADMINISTRATIVE 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 substantive Administrative Officer level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **CEF** will salary and associated expenses and the NICS member of staff will be seconded at their current salary.

Duration

1. It is anticipated that this opportunity will last for two years with the possibility of an extension subject to the agreement of all parties and the secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be Initially based in Clare House, 303 Airport Road West, Belfast, BT39ED; CEF is scheduled to move to Goodwood House, 52 May Street, Belfast within the next 12 months.

Form of transport

1. It is essential that applicants have access to a form of transport to allow them to fulfil the requirements of the post.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area (Grade 5 level) s willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

How to apply (this process is for NI Civil Servants only)

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **4.00pm on Wednesday 28 September 2022**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at secondments@hrconnect@nigov.net or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

 BT1 9EX

 **NICS Outward Secondment Business Case**

* You should also complete the Outward Secondment Business Case at **Annex A** which should be retained by your business area/branch.
1. Candidates should demonstrate in the proforma how they meet the requirements for the posts. This information may be used for shortlisting purposes.

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

10. For further information please contact contact Fiona Gunning on Tel: 028 9081 6446 or by email at: fiona.gunning@finance-ni.gov.uk .

**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

