**FROM: PAUL MCKINNEY Ref: I/C 65/22**

**DATE: 07 OCTOBER 2022**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE BOUNDARY COMMISSION**

**OFFICE 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. **The Boundary Commission** will meet salary costs and associated expenses. The salary scale is £31,265 – £34,446 per annum.

Duration

1. The 2023 Review of Parliamentary Constituencies must be completed by 1st July 2023. The successful candidate would be required until that date, for the remaining duration of the Review, with a possibility of extension, if required, subject to agreement of all parties.

Location /Travel

1. The Boundary Commission is currently operating hybrid working arrangements, utilizing office facilities at Erskine House, 20-32 Chichester Street, Belfast BT1 4GF, as required.

Travel within Northern Ireland is expected to be minimal. Where appropriate, the post-holder will receive reimbursement for approved travel and expenses in line with NICS arrangements.

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 at: interchangesecretariat@finance-ni.gov.uk by **4.00pm on Friday 21 October 2022**; otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the requirements for the post. 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 Heather McKinley, Secretary to the Boundary Commission for Northern Ireland, by emailing contact@boundarycommission.org.uk.

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