**FROM: PAUL McKINNEY Ref: I/C 70/22**

**DATE: 28 OCTOBER 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of JuSTICE (DoJ)**

**Troubles Permanent Disablement Payment Scheme**

**FINANCE OFFICER**

**(DEPUTY pRINCIPAL)**

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 senior management level who have the relevant skills and experience to undertake the duties outlined. This opportunity is not open to NI Civil Service staff.

Salary

1. DoJ will meet salary and any associated expenses and the salary range is £39,748 - £42,639.

Duration

1. 12-24 months full-time secondment opportunity from the date of commencement (may be extended to up to three years in totality, subject to the agreement of all parties).
2. Location

The post is located at Queen’s Court, 56 – 66 Upper Queen’s Street, Belfast BT1 6FD, however, **Hybrid Working:** Currently at least two days in the office, and as required for training, meetings, team leadership, and by Senior Management.

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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](mailto:interchangesecretariat@finance-ni.gov.uk) by **4.00pm on Monday 14 November 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 Catherine Shields on Tel: 028 9054 3981 or by email at: [catherine.shields1@justice-ni.gov.uk](mailto:catherine.shields1@justice-ni.gov.uk).

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