**FROM: PAUL McKINNEY Ref: I/C 75/22**

**DATE: 18 NOVEMBER 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of Finance (DoF)**

**2 Lead Writers for Building Regulations - Part E (Fire Safety)**

**(Professional and Technical opportunity)**

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 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. DoF will meet salary costs and appropriate travel and subsistence costs incurred in undertaking the duties of the post.

Duration

1. 24 months full-time secondment opportunity from the date of commencement (may be extended subject to the agreement of all parties).
2. Location

The post is located at Goodwood House, 44-58 May St, Belfast BT1 4RA with Hybrid Working arrangements available.

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 12 December 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 William Black on Tel: 028902 57038 or by email at: [billy.black@finance-ni.gov.uk](mailto:billy.black@finance-ni.gov.uk).

**Paul McKinney**

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