**FROM: Paul McKinney Ref: I/C 02/23**

**DATE: 06 January 2023**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE CHIEF EXECUTIVES’ FORUM (CEF)**

**BUSINESS 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. **CEF** will salary and associated expenses and the salary range for this post is: £32,328 – £33,459.

Duration

1. It is anticipated that this opportunity will last for up to three years 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 based at Clare House, 303 Airport Road West, Belfast BT3 9ED with accommodation and access to computers, office equipment and services hosted by the Department of Finance.

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 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 Wednesday 25 January 2023;** 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 Fiona Gunning on Tel: 0752 212 8811 or by email at: fiona.gunning@finance-ni.gov.uk.

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