**FROM: PAUL McKINNEY Ref: I/C 10/23**

**DATE: 06 February 2023**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Department of finance (DoF)**

**nicshr**

**Director of Employee relations, Occupational HEALTH, and Learning & Development**

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.

Salary

1. DoF will meet the successful candidate’s current salary costs.

Duration

1. Secondment – Up to 12 months: 6 months initially with a review for an additional 6 months subject to the agreement of all parties.
2. Location

The successful candidate will be based at NICSHR, 2-4 Bruce Street, Belfast.

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 Friday 17 February 2023;** 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. Applicants wishing to learn more about this post before deciding to apply should contact Catherine Shannon by email at [Catherine.Shannon@finance-ni.gov.uk](mailto:Catherine.Shannon@finance-ni.gov.uk) or by Tel on: 028 9025 1817.

**Paul McKinney**

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