**FROM: PAUL MCKINNEY Ref: I/C 11/23**

**DATE: 16 February 2023**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**TOURISM NORTHERN IRELAND**

**EVENTS OFFICER**

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 substantive Staff Officer level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **Tourism NI** will salary and associated expenses and the NICS member of staff will be seconded at their current salary.

Duration

1. It is anticipated that this opportunity will last for one year with the possibility of an extension subject to the agreement of all parties.

Location

1. The successful candidate will combine working at home (and remotely) with working in Tourism NI’s vibrant city centre offices in Linum Chambers, Bedford Street, Belfast, BT2 7ES.

Form of Transport

1. The successful candidatemust also possess a current driving licence and use of a car for business purposes or have access to a form of transport which will permit the applicant to meet the requirements of the post in full.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area (Grade 5 level) s willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

How to apply (this process is for NI Civil Servants only)

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **4.00pm on Friday 03 March 2023**.

 Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at Secondments@HRconnect.nigov.net or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

 BT1 9EX

 **NICS Outward Secondment Business Case**

* You should also complete the Outward Secondment Business Case at **Annex A** which should be retained by your business area/branch.
1. Candidates should demonstrate in the proforma how they meet the requirements for the posts. 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

1. Please contact Louise Fitzsimons by email at: l.fitzsimons@tourismni.com or by telephone on: 028 9044 1504.

**Paul McKinney**

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**ANNEX A**

**Outward Secondment Business Case**

