**FROM: Paul McKinney Ref: I/C 16/23**

**DATE: 23 March 2023**

**TO: Interchange Partners**

# Secondment Opportunity with

**NI ASSEMBLY**

**PROCUREMENT 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. The salary is £48,734 per annum and the NI Assembly will meet salary costs and any associated expenses.

Duration

1. The secondment will last until 31 December 2023.
2. Location

The successful candidate will be based at Parliament Buildings, Stormont Estate, Belfast, however, flexi time and flexible working will be 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 Friday 14 April 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. For further information please contact Melissa Sharples (Head of Procurement) via email: [Melissa.sharples@niassembly.gov.uk](mailto:Melissa.sharples@niassembly.gov.uk).

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