**FROM: Paul McKinney Ref: I/C 21/23**

**DATE: 24 February 2023**

**TO: Interchange Partners**

**Secondment Opportunity with**

**UTILITY REGULATOR NI (****UREGNI)**

**HR 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 individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. **UREGNI** will meet salary costs and associated expenses. The salary range is £26,017- £26,575 per annum.

Duration

1. 12 months full-time secondment opportunity from the date of commencement (may be extended to up to three years in totality, subject to the agreement of all parties) and it is anticipated the secondment will start as soon as a suitable candidate is identified and a release date agreed.

Location

1. The successful candidate will combine home working (and remotely) with working at Queen House 14 Queen Street, Belfast BT1 6ED.

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 Tuesday 09 May 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. Further further information please contact Susan Lavery on Tel: 07738390114 or by email at: susan.lavery@uregni.gov.uk

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