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

**DATE: 18 MAY 2023**

**TO: NI CIVIL SERVICE STAFF ONLY**

**Secondment Opportunity with**

**THE NI HOUSING EXECUTIVE (NIHE)**

**SENIOR PAYROLL OFFICER**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. These opportunities are open to staff at substantive **Executive Officer1 and Executive Officer 2** levels and analogous grades.

Salary

1. **NIHE** will pay salary costs and associated expenses. As this is a development opportunity the successful candidate will transfer at their current salary.

Duration

1. This opportunity will be for a period of 12 months, with the possibility of an extension subject to the agreement of all parties.

The preferred start date is on 01 July 2023.

Location

1. The successful candidate will be based at The Housing Centre, 2 Adelaide Street, Belfast BT2 8PB.

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 02 June 2023**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [secondments@hrconnect@nigov.net](mailto: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

10. Shortlisting will take place on 05 June and for further information about the post please contact Dolores Higgins by email at: [Dolores1.higgins@nihe.gov.uk](mailto:Dolores1.higgins@nihe.gov.uk).

**Paul McKinney**

**Paul McKinney**

**ANNEX A**

**Outward Secondment Business Case**

