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

**DATE: 18 MAY 2023**

**TO: INTERCHANGE PARTNERS**

**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 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 Housing Executive will meet salary and associated costs. The salary range is: £26,845 - £32,019 per annum.

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 and with a preferred start date of 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 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 Friday 02 June 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. 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.

**Paul McKinney**

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