**FROM: PAUL McKINNEY Ref: I/C 41/25**

**DATE: 20 AUGUST 2025**

**TO: INTERCHANGE MEMBERSHIP**

# Secondment Opportunity with

**the EDUCATION AND TRAINING INSPECTORATE (etI)**

**DEPARTMENT OF EDUCATION (DE)**

**FULL-Time INSPECTORS (x5)**

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. Full details are also available on the Interchange website.

Eligibility

1. This opportunity is aimed at individuals at senior / middle management level who have the relevant skills and experience to undertake the duties outlined. Please note that to apply for this opportunity, staff must currently be an Associate Assessor with ETI or current practitioner who is a former ETI inspector; candidates must also hold a teacher training qualification which meets the requirement for recognition to teach in grant-aided schools or further education colleges in Northern Ireland.

Salary

1. The posts are funded by the Department of Education (DE). Applicants will continue to be paid their current salary. NICS travel and subsistence rates will apply.

Duration

1. Secondment – 18-24 months with the possibility of an extension, subject to the agreement of all parties.
2. Location

The post holder will be based at home and travel to and from organisations to be inspected, ETI headquarters is Rathgael House where some duties may be based, including meetings. The successful candidate should have access to a suitable form of transport.

1. Hours of work

The normal conditioned hours of work are full-time: 42 hours per week (37 hours excluding meal breaks), Monday to Friday. The post-holder will be required to work anywhere in Northern Ireland and if, necessary, work outside of normal office hours. Certain inspection activity may entail working after 6.00pm. Inspectors may stay away from home depending on the location of the organisation being inspected. Inspectors are eligible to receive overnight accommodation and allowances in line with the distance/hours involved and NICS HR Handbook and associated guidelines.

1. Authorisation

All applications **must** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (usually your organisation’s HR Department/Employing Authority/Chair of Board of Governors), and confirmation that your parent organisation is willing to release you if successful.

1. How to apply (process for **non**-NI Civil Service organisations)

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 by **5.00pm on Friday 12 September 2025,** 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; the information will be used only for the purposes of this secondment, and will only be shared with any relevant third parties with the explicit permission and assurance of NICSHR.

Further Information

1. Further information can be obtained by contacting ETI@education-ni.gov.uk

**Paul McKinney**

**Interchange Secretariat**