**FROM: ROSEMARY GRAHAM Ref: I/C 46/17**

**DATE: 23 OCTOBER 2017**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Belfast City Council**

# SENIOR PLANNING 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. **Belfast City Council** will meet salary costs and associated expenses. The salary scale is **£36,379 - £39,177**.

Duration

1. The opportunity will run until 30 September 2019. The secondment will begin as soon as a suitable candidate has been identified and a release date is agreed.

Location

1. The successful candidate will be based in 9 Adelaide, 9-12 Adelaide Street, Belfast, BT2 8DJ.
2. Form of Transport

It is essential that applicants have access to a suitable form of transport to allow them to fulfil the requirements of the post.

How to apply

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](mailto:interchangesecretariat@dfpni.gov.uk)  by **5.00pm on Friday 03 November;** otherwise I will assume a nil return. Candidates should demonstrate in the proforma how they meet the skills requirements for the post. This information may be used for shortlisting purposes.

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.

Further information

1. If you require any further information about the post, please contact Jane Hewitt in Belfast City Council on 028 9027 0649**,** or by e-mail to [hewittj@belfastcity.gov.uk](mailto:hewittj@belfastcity.gov.uk).

**Rosemary Graham**

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