**FROM: ROSEMARY GRAHAM Ref: I/C 10/18**

**DATE: 29 JANUARY 2018**

**TO: INTERCHANGE PARTNERS**

**(NB: This opportunity is not open to NI Civil Service staff)**

# Secondment Opportunity with

**Lisburn and Castlereagh City Council**

# HUMAN RESOURCES MANAGER

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. **Lisburn and Castlereagh City Council** will meet salary costs and associated expenses. The salary scale is **£39,177 - £41,967**.

Duration

1. The opportunity last until 31 December 2018, with the possibility of an extension, subject to the agreement of all parties. 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 Civic Headquarters, Lagan Valley Island, Lisburn, BT27 4RL.

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 **4.00pm on Friday 09 February 2018;** 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 Heather Currie in Lisburn and Castlereagh City Council on 028 9244 7317, or by e-mail to [human.resources@lisburncastlereagh.gov.uk](mailto:human.resources@lisburncastlereagh.gov.uk).

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