**FROM: PAUL MCKINNEY Ref: I/C 51/18**

**DATE: 24 SEPTEMBER 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Ards and North Down Borough Council**

# COMPLIANCE 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. **Ards and North Down** will meet salary costs and associated expenses. The salary scale is **£41,846 - £44,697**.

Duration

1. The secondment will begin as soon as a suitable candidate has been identified and a release date is agreed and the opportunity will be for a period until September 2020 (with the possibility of an extension, subject to the agreement of all parties).

Location

1. The successful candidate will be based in the Town Hall, The Castle, Bangor.

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 5 October 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.
2. Candidates should demonstrate in the proforma how they meet the skills 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

1. If you require any further information about the post, please contact Louise Murray on tel: 0300 013 333 (ext:. 40754) or by email at: [louise.murray@ardsandnorthdown.gov.uk](mailto:louise.murray@ardsandnorthdown.gov.uk)

**Paul McKinney**

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