**FROM: PAUL McKINNEY Ref: I/C 61/18**

**DATE: 22 OCTOBER 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**LOCAL GOVERNMENT STAFF COMMISSION (LGSC)**

# FINANCE & ADMINISTRATIVE OFFICER

Part-time (4 days per week)

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. **LGSC** will meet salary costs and associated expenses. The salary is £34,106.

Duration

1. The opportunity will be for 2 years with the possibility of an extension subject to the agreement of all parties (dependent on LGSC dissolution date). Please note the formal start date for this post is August 2019.

Location

1. The successful candidate will be based at Commission House, 22 Gordon Street, Belfast.
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.

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

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 **5.00pm on Friday 09 November 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.
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 Lisa O’Neill on Tel: 028 9031 3200, or by email at: lisa.oneill@lgsc.org.uk.

**Paul McKinney**

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