**FROM: PAUL MCKINNEY Ref: I/C 05/19**

**DATE: 28 JANUARY 2019**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**LISBURN & CASTLEREAGH CITY COUNCIL (LCCC)**

**PARTNER LIAISON OFFICER WITH HSENI & LOCAL COUNCILS (H&S)**

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. **LCCC** will meet salary costs and associated expenses. The salary scale is **£37,107- 39,961**.

Duration

1. The secondment will be for a two year period and will begin as soon as suitable candidate has been identified and a release date is agreed. Any extension will be subject to funding and the agreement of all parties.

Location

1. The successful candidate will be based at NSENI, 83 Ladas Drive, Belfast.

Form of transport

1. The successful candidate must have access to a form of transport in order to fulfil the duties of the role (may be required to travel to all NI Councils, as required).

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 (process for **non**-NI Civil Service organisations)

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@finance-ni.gov.uk) by **5.00pm on Friday 08 February 2019;** otherwise I will assume a nil return.
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 the NI Interchange Scheme Secretariat.

Further information

1. If you require any further information about the post, please contact Emma Woods by email at: [**Human.Resources@lisburncastlereagh.gov.uk**](mailto:Human.Resources@lisburncastlereagh.gov.uk)

**Paul McKinney**

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