**FROM: PAUL MCKINNEY Ref: I/C 22/19**

**DATE: 15 APRIL 2019**

**TO: NI CIVIL SERVICE STAFF ONLY**

# Secondment Opportunity with

**CAUSEWAY COAST AND GLENS BC (CCGBC)**

# 2 x HR BUSINESS OFFICER

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities which have been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

Eligibility

1. The opportunities are open to staff at substantive **Executive Officer 1** level and analogous grades.

Salary

1. **CCGBC** will pay salary costs and associated expenses. As these are development opportunities the successful candidates will transfer at their current salary.

Duration

1. One post will be for a period of six months and the other for 12 months. The secondments will begin as soon as suitable candidates have been identified and release dates agreed.

Location

1. The successful candidates will be based at Council Offices, Cloonavin, 66 Portstewart Road, Coleraine, BT52 1EY.
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 these posts.

Authorisation

1. All applications **MUST** be accompanied with confirmation that your Line Manager **and** Business Area is willing to release you if successful in your application. In the event that this application is successful, the Business Area will be responsible for departmental sign-off on the Secondment Agreement which will be prepared by NICS HR / HRConnect.

How to apply (this process is for NI Civil Servants only)

1. Complete the candidate proforma which is available at [www.interchangeni.org.uk](http://www.interchangeni.org.uk) and forward a copy to your Line Manager and Business Area (at least Grade 7 level) to ensure that endorsement for this application is provided prior to the deadline of **5.00pm on Friday 03 May 2019**.

Fully endorsed candidate proformas should be submitted by the applicant to HRConnect at [secondments@hrconnect.nigov.net](mailto:secondments@hrconnect.nigov.net), or by post to:

Secondments Team

HRConnect

Metro Building

6-9 Donegall Square South

Belfast

BT1 9EX

1. Candidates should demonstrate in the proforma how they meet the requirements for these posts. 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

11. If you require any further information about the post, please contact Sandra Kelly by email at: [sandra.kelly@causewaycoastandglens.gov.uk](mailto:sandra.kelly@causewaycoastandglens.gov.uk).

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