**FROM: PAUL MCKINNEY Ref: I/C 64/19**

**DATE: 16 SEPTEMBER 2019**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE LABOUR RELATIONS AGENCY (LRA)**

**CONCILIATION OFFICERS (X2)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunities 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 opportunities are aimed at individuals at middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. LRA will meet salary costs and associated expenses. The salary scale is £30,526 - £32,157.

Duration

1. It is anticipated that these opportunities will last for one year with the potential for an extension of an additional two years, subject to the agreement of all parties.

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 Belfast or Derry/Londonderry city centre.

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 by **5.00pm on Friday 27 September 2019;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the 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

10. For further information please contact Diane Edgington on Tel: 028 9033 7425 or by email at: recruitment@lra.org.uk.

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