**FROM: PAUL MCKINNEY Ref: I/C 84/19**

**DATE: 02 DECEMBER 2019**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**ANTRIM AND NEWTOWNABBEY BOROUGH COUNCIL (ANBC)**

**WASTE MANAGEMENT LEAD PROJECT OFFICER**

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. The salary range for this post is: £34K - £37k and will be funded by **ANBC**.

Duration

1. It is anticipated that this opportunity will last for 12 months with the possibility of an extension likely subject to the agreement of all parties.

The secondment will begin as soon as funding is approved.

Location

1. The successful candidate will be based at Antrim Civic Centre, 50 Stiles Way, Antrim BT41 2UB.

Form of transport

1. The successful candidate should have access to a suitable form of transport in order to fulfil the duties 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 (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 **4.00pm on Monday 09 December**; 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

11. For further information please contact the Human Resources department on Tel: 028 9446 3113 or by email at: humanresource@antrimandnewtownabbey.gov.uk.

**Paul McKinney**

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