**FROM: PAUL MCKINNEY Ref: I/C 26/20**

**DATE: 07 JULY 2020**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**THE LOCAL GOVERNMENT STAFF COMMISSION (LGSC)**

**Accounting and Dissolution Officer**

**(3 DAYS PER WEEK)**

1. I have attached an Interchange Hosting Proforma outlining the details of the above part-time 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. This part-time 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 £37,849 (pro rata 3 days per week).

Duration

1. It is anticipated that this opportunity will last for up to until 31 March 2021 with the possibility of an extension subject to the agreement of all parties (dependent on LGSC dissolution date).

Location

1. The successful candidate will be based in Commission House, Gordon Street, Belfast. Arrangements will be put in place to accommodate home working where necessary.

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 24 July 2020;** 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 about the post please contact Helen Hall on Tel: 028 90313200 or by email at helen.hall@lgsc.org.uk.

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