**FROM: PAUL McKINNEY Ref: I/C 64/21**

**DATE: 06 SEPTEMBER 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**NORTHERN IRELAND LOCAL GOVERNMENT ASSOCIATION (nilga)**

**POLICY support 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 junior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. NILGA will meet salary and associated costs and he salary range is £27,741- £29,577 per annum and it is anticipated that the successful candidate will commence at £27,741

Duration

1. Initially until 31 August 2022, which may be extended by a further year, subject to agreement by all parties.
2. Location

NI Local Government Association Offices, Bradford Court, Upper Galwally, Belfast BT8 6RB (Due to COVID-19 prevailing policies, home working may be required at times).

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 by email at: [interchangesecretariat@finance-ni.gov.uk](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 24 September 2021;** otherwise I will assume a nil return.

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.

**Paul McKinney**

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