**FROM: STEPHEN MCCONVILLE Ref: I/C 31/21**

**DATE: 7 MAY 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**South Eastern Regional college**

**EMPLOYEE RELATIONS & HR COMPLIANCE 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. SERC will meet salary costs and associated expenses and the salary range is £20,493 - £24,982 pa.

Duration

1. 12 month secondment.
2. Location

The post will be based at SERC, HR Dept, Church Road, Ballynahinch, BT24 8LP.

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 by **5pm on Fri 21 May 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.

**Stephen McConville**

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