**FROM: STEPHEN MCCONVILLE Ref: I/C 11/21**

**DATE: 15 MARCH 2021**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**Lisburn and Castlereagh City Council**

**Payroll Advisor**

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 permanent employees of member organisations of the NI Interchange Scheme. The opportunity is aimed at individuals at junior management level who have the relevant skills and experience to undertake the duties outlined.

 \*(this opportunity is not open to NI Civil Service staff)

Salary

1. Lisburn and Castlereagh City Council will meet salary costs and associated expenses. The salary scale is £24,982 - £27,041.

Duration

1. This opportunity will end on 31st January 2022 with the possibility of an extension, subject to the agreement of all parties. The secondment will begin on 1st May 2021.

Location

1. Lisburn and Castlereagh City Council, Island Civic Centre, Lagan Valley Island, Lisburn, BT27 4RL. Home working will also be available in line with Covid restrictions.

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 Monday 29 March 2021;** 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 about the post please contact Caroline Millar in Lisburn and Castlereagh City Council on 07584886406 or by email at caroline.millar@lisburncastlereagh.gov.uk.

**Stephen McConville**

**STEPHEN MCCONVILLE**