**FROM: Orlagh Corr Ref: I/C 49/21**

**DATE: 2nd July 2021**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Newry, mourne and down district council**

**Assistant Director (Estates and Project Management)**

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 senior management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. £58,422-£61,671. Newry, Mourne and Down District Council will pay the total salary and associated costs to the home department/organisation on a full cost recovery basis

Duration

1. Secondment – 6 months. Temporary from 1 August 2021 to 31 January 2022 (which may be extended).
2. Location

Based in Downpatrick or Newry the post holder will work across the Council District of Newry, Mourne and Down District Council.

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 **12noon on Wed 14th July 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.

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