**FROM: PAUL McKINNEY Ref: I/C 32/22**

**DATE: 20 May 2022**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Newry, mourne and down district council**

**Safety, Health and Emergency Planning (SHEP) 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 middle management level who have the relevant skills and experience to undertake the duties outlined.

Salary

1. The salary will be £33,486 - £36,371 gross per annum.

NMDDC will meet salary and associated costs.

Duration

1. Temporary learning and development opportunity for three months, which may be extended subject to the agreement of all parties.
2. Location

The post is based in Downshire Civic Centre, Downpatrick or Monaghan Row, Newry.

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 **4.00pm on Friday 10 June 2022.**

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

1. For further information please contact NMDDC Human Resources Department on Tel: 0330 137 4466

**Paul McKinney**

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