**FROM: PAUL MCKINNEY Ref: I/C 80/22**

**DATE: 21 OCTOBER 2022**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**ARDS and NORTH DOWN Borough Council (ANDBC)**

**HeaD OF PLANNING**

1. I have attached an Interchange Hosting Proforma outlining the details of the above opportunity which has been advertised on the Interchange Website. A link to the website can be found on the HR Connect Portal under ‘Secondment Opportunities’.

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. **ANDBC** will meet salary costs and associated expenses. The salary scale is £62,463 - £65,760 per annum.

Duration

1. It is anticipated this opportunity will last for 15 months with the possibility of an extension subject to the agreement of all parties.

Location /Travel

1. Based at Initially Council Offices Church Street, Newtownards, however, may be required to work anywhere throughout the Borough. Hybrid working may also be considered for this position.
* Access to a form of transport to fulfil the duties of the post

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 **4.00pm on Friday 16 December 2022**; 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

10. For further information, please contact Roisin Armstrong, HR Manager on Tel: 0300 013 3333 Ext 40748 or by email at:

Roisin.armstrong@ardsandnorthdown.gov.uk.

**Paul McKinney**

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