**FROM: Paul McKinney Ref: I/C 01/23**

**DATE: 06 January 2023**

**TO: Interchange Partners**

**Secondment Opportunity with**

**LOCAL GOVERNMENT STAFF COMMISSION (LGSC)**

**SENIOR HR 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. **LGSC** will meet salary costs and associated expenses. The salary scale is £41,496 - £44,539.

Duration

1. It is anticipated that this opportunity will last until 31 March 2024, with the possibility of an extension subject to the agreement of all parties.

The secondment will begin in March 2023.

Location

1. The successful candidate will be based at Commission House, 18-22 Gordon Street, Belfast. BT1 2LG.

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 20 January;** 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. Interviews for this post will be held on 31 January and further information can be obtained by contacting Diana Stewart on Tel: 028 9031 3200, or by email at: Diana.Stewart@lgsc.org.uk.

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