**FROM: PAUL MCKINNEY Ref: I/C 28/23**

**DATE: 06 JULY 2023**

**TO: INTERCHANGE PARTNERS**

**Secondment Opportunity with**

**Causeway coast and glens borough council (cc&G BC)**

**Head of Estates**

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. **CC&G** **BC** will meet salary costs and associated expenses. The salary scale is £60,284-£63,569 per annum.

Duration

1. It is anticipated this opportunity will last for 6 months with the possibility of an extension subject to the agreement of all parties.

Location / Travel

1. Based at Riada House, Charles Street, Ballymoney with a requirement for flexibility to work throughout the Borough.

• A full current driving licence (Category B, valid in the UK) and access to a vehicle that will enable the post holder to meet the requirements of the post OR have access to a form of transport that enables you to carry out 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](mailto:interchangesecretariat@finance-ni.gov.uk) by **5.00pm on Friday 28 July 2023**; 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 about the post please contact Ciara McCloskey by email at: [Ciara.mccloskey@causewaycoastandglens.gov.uk](mailto:Ciara.mccloskey@causewaycoastandglens.gov.uk).

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