**FROM: PAUL MCKINNEY Ref: I/C 37/23**

**DATE: 14 JUNE 2024**

**TO: INTERCHANGE MEMBERSHIP**

**Secondment Opportunity with**

**Antrim and Newtownabbey Borough Council (ANBC)**

**Health, Safety & Resilience Manager**

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

Salary

1. **ANBC** will meet salary costs and associated expenses. The salary scale £50,512 - £53,630 per annum.

Duration

1. Expected to last up until June 2025, with a start date in July 2025.

Location

1. The successful candidate will be based at Civic Centre, 50 Stiles Way, Antrim BT41.

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 June 2024**; 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 Elaine Girvan, by email at: [Elaine.Girvan@antrimandnewtownabbey.gov.uk](mailto:Elaine.Girvan@antrimandnewtownabbey.gov.uk).

**Paul McKinney**

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