**FROM: PAUL MCKINNEY Ref: I/C 54/24**

**DATE: 06 SEPTEMBER 2024**

**TO: INTERCHANGE MEMBERSHIP**

**Secondment Opportunity with**

**Lisburn & Castlereagh City Council (LCCc)**

**Economic Development Officer**

**Part-time**

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

Salary

1. **LCCC** will meet salary costs and associated expenses. The salary scale for this post is £37,336 - £40,221 per annum (pro rata).

Duration

1. It is anticipated this opportunity will be for two years. Any extension would be subject to the agreement of all parties.

Location

1. The successful candidate will be based at Civic Headquarters, Lagan Valley Island, Lisburn BT27 4RL.

* Travel

The postholder will be required to work across LCCC facilities within the Council Area. Applicants must possess a full, current driving licence which enables them to drive in Northern Ireland and a vehicle available for official business, or have access to a form of transport which enables them to meet the requirements of the post in full.

Authorisation

1. All applications **MUST** be accompanied by authorisation from both your Line Manager **and** Interchange Manager (usually your organisation’s HR dept), 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 **Noon on Friday 20 September 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 LCCC by email at: [recruitment@lisburncastlereagh.gov.uk](mailto:recruitment@lisburncastlereagh.gov.uk).

**Paul McKinney**

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