**FROM: PAUL MCKINNEY Ref: I/C 72/18**

**DATE: 10 DECEMBER 2018**

**TO: INTERCHANGE PARTNERS**

# Secondment Opportunity with

**Legal Services Agency NI (LSANI)**

# DEPUTY PRINCIPAL

Head of Debt Recovery & Statutory Charge

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. **LSANI** will meet salary costs and associated expenses. The salary scale is **£36,812 - £40,473**.

Duration

1. The secondment will be for one year with the possibility of an extension for a further six months, subject to the agreement of all parties and the secondment will begin as soon as suitable candidate has been identified and a release date agreed.

Location

1. The successful candidate will be based at Waterfront Plaza, Mays Meadow 8 Laganbank Road, Belfast BT13BN

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

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 **5.00pm on Friday 04 January 2019;** otherwise I will assume a nil return.
2. Candidates should demonstrate in the proforma how they meet the skills 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

1. If you require any further information about the post, please contact Joan McShane on tel: 028 9040 8808 or by email to: joan.mchane@lsani.gsi.gov.uk.

**Paul McKinney**

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