
Job description

Date: July 2024

Department: Corporate Services

Post number: 1776

Section: City Innovation Team

Job title: **City Innovation Manager**

Grade: Grade 14

Main purpose of job

The Belfast Agenda outlines the vision for a well-connected, vibrant city with a modern successful economy that benefits everyone. In order to deliver on the ambitious priorities' city partners, need to link into the huge potential of smart technologies and data science.

The City Innovation Manager will report to the Deputy Chief Executive and Strategic Director of Corporate Services and will focus on helping to create circumstances in which cross sectoral innovation can flourish and be harnessed to drive inclusive growth. The role will involve brokering agreements to set in place the conditions that will enable business, startups, entrepreneurs and researchers to design, test and build advanced digital solutions for a twenty first century city.

For the purposes of driving inclusive growth and achievement of city strategy.

The post holder will deputise for the Deputy Chief Executive on matters within the post's sphere of responsibility.

They will:

- Establish a programme of work to support delivery of the inclusive growth objectives contained within the Belfast Agenda, Corporate Plan and the programme objectives of the BRCD. Effectively prioritising interventions and investment to this end.
- Ensure delivery of this programme by maximising available resources both within the team and through wider engagement across the council and partners and developing the necessary capacity to deliver.

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- Ensure the council continues to adapt and shape its approach to enabling innovation as the external environment changes and new opportunities and risks emerge.
 - Support effective partnership working, ensuring, on behalf of the council, strategic alignment of innovation interventions across partners to support inclusive growth.
 - Maximise the attraction and application of external resources, including external funding for the purposes of furthering the council's city and organisational innovation objectives.
 - Develop effective policies and processes to support a strong environment of innovation within council and across the city.

Summary of Responsibilities and Duties

1. Support the Deputy Chief Executive in managing and implementing corporate innovation projects and initiatives to deliver the vision of the Council and respond to emerging opportunities and challenges.
2. Development of strategic cross sector urban innovation programmes using cutting edge technologies to support the delivery of the Belfast agenda.
3. Oversee the implementation and on-going review of the Smart City Innovation Framework, and any other relevant frameworks, and key foundations agreed by council.
4. To set in place collaborative working environments to bring together public sector, private sector and academia to deliver real solutions to improve citizens experience when living and working in the city. In particular to support the work of the Innovation City Belfast Partnership and the BRCD Partnership as required.
5. Responsible for managing and monitoring any budgets that may be relevant to the work of the Innovation Unit and be responsible for reporting to senior management in line with the council's financial policies.
6. Lead and inspire a multidisciplinary team working closely with a diverse group of talents, including external collaborators, to ensure projects are transformational, meaningful and effective.
7. Develop an engaged innovator community to develop and embed innovation across the city by building and cultivating productive cluster and sector networks, from start-ups to global firms, grant-funding bodies to municipal governments, across all the different aspects of future and smart cities.
8. Develop collaborative investment opportunities and strategic business cases and ensuring Senior Officer and political approval through city council governance processes.
9. Deploying a range of innovative user design led and challenge definition approaches to the development of transformational programmes at both city level and council level.
10. Ensure projects will develop cutting-edge thinking and practice. As well as making them happen, communicating the aims objectives and benefit of the innovative projects and programmes how they will change behaviours, culture and practice.

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11. Oversee the development of data analytic capabilities across the council and develop corporate capability to support data driven decision making.
 12. Pitch locally and internationally to attract investors to Belfast as a testbed for Smart city technology, showcasing innovation achievements in order to engage priority stakeholders.
 13. Devise strategies and develop opportunities to enhance and deepen commercial engagement.
 14. To develop, manage and track City Innovation funding and to provide regular progress updates as required.
 15. Use a range of innovative and pre-commercial approaches to the development of innovative solutions to city problems including R&D agreements, SBRI and other competition incentives.
 16. Work with both local and global vendors to attract third party investment and the development of collaborative innovation projects. Identifying, planning and implementing strategic engagements with key commercial partners including establishment of new relationships and growing interactions with existing business partners.
 17. Ensure robust delivery and governance systems are in place across city stakeholders as well as within Belfast City Council to support the delivery of initiatives aligned to the aims and objectives of the Belfast Agenda.
 18. Broker effective and mutually beneficial contractual relationships between public sector, industry and academics.
 19. Work closely with industry and academia to identify major opportunities for the industrial and commercial exploitation of new ideas using cutting edge technology to bring about impact at city and community level.
 20. To supervise any allocated staff in accordance with relevant council policies and procedures and to identify any training and development opportunities.
 21. Participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including, absence management, disciplinary and grievance procedure.
 22. Participate as directed in the Council's recruitment and selection procedures.

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23. Act in accordance with Council and departmental policies and procedures including customer care, equal opportunities, health and safety and any pertinent legislation.
 24. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the City Council.

This job description has been written at a time of significant organisational change and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that they may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which are commensurate with the role.

Employee specification

Date: 22 October 2024

Department: Corporate Services

Post number: 1776

Section: City Innovation Team

Job title: **City Innovation Manager**

Grade: Grade 14

Essential criteria

Qualifications and experience

Applicants **must**, as at the closing date for receipt of application forms:

- have a third level qualification in a relevant subject such as Information Technology, Business Administration, Public Administration, Economics, Management etc., or an equivalent qualification **and**
- be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant senior management¹ experience in each of the following three areas:
 - a) leading, developing and successfully delivering relevant strategic innovative, complex projects or change programmes using cutting edge technologies and data analytics;
 - b) leading and developing relevant partnerships with a range of internal and external stakeholders including identifying funding and securing investment opportunities, using engagement mechanisms and working with relevant collaborative cross-sector partnerships and networks; and
 - c) managing resources including effective budgetary control within tight financial constraints and direct reports in accordance with the principles of performance management and personal development.

Short-listing criteria

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, can demonstrate by providing personal and specific examples on their application form that they have experience of

- d) supporting innovation and collaboration between private and public sector organisations that resulted in challenges being solved and tangible key outcomes being delivered.

¹ **Senior management experience** will be defined as taking decisions affecting strategic issues concerning the corporate body or organisation within which the candidate is working and providing detailed professional advice at board / executive level on strategic issues.

Special skills and attributes

Applicants must be able to demonstrate evidence of the following competencies which may be tested at assessment centre and final interview stage:

1 Strategic leadership in the political context.

Component factors:

- Strategic leadership and direction in developing and delivering neighbourhood and city services.
- Leading organisational change, overseeing transformation initiatives and dealing with resistance.
- Engendering partnership working in service delivery to ensure the best use of resources.
- Acting as a strong advocate for the council.
- Improving communications.
- Recognising issues of political sensitivity and retaining a high degree of probity and integrity.
- Risk management.
- Embracing diversity.

2 Service delivery, including partner, stakeholder and customer focus.

Component factors:

- Strong business planning skills setting out inter-related programmes of work.
- Continuous review, improvement and innovation in service delivery.
- Customer targets and feedback.
- Delivery of excellent customer care.
- The ability to build relationships with existing and new partners to gain buy in, sustain momentum and improve neighbourhood and city services.
- Strong stakeholder management skills.

3 Resource management, including financial and people management.

Component factors:

- Financial planning and budgetary control skills, including identification of alternative funding mechanisms.
- Good organisation of people skills to deliver outcomes with rigorous emphasis on securing mutual benefits.
- Staff leadership and motivation skills, including effective employee development, robust and fair resolution of underperformance issues and succession planning.

4 Project management.

Component factors:

- Effective delivery of projects.
- Analytical and problem-solving skills.
- Reputation, risk and compliance skills

5 Personal impact.

Component factors:

- Excellent listening and communications skills with highly effective negotiation skills that can influence and persuade a range of people, both orally and in writing, promote ideas, inspire and motivate others.
- Exceptional relationship building skills, inside and outside the organisation.
- Ability to inspire trust and confidence.
- Resilient and committed.
- Recognises and embraces diversity.
- Sound judgement in challenging situations, including issues of political sensitivity.
- Relationship building, inside and outside the organisation.
- Effective judgement in challenging situations, including political management.

Belfast City Council

Terms and conditions of employment

City Innovation Manager (Grade 14)

City Innovation Section

Corporate Services Department

Job applicant privacy notice

Belfast City Council is the Data Controller under the UK General Data Protection Regulation (UK GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be consensually providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority.

The council will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement or eligibility to work in the UK.

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this.

Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It may also be shared with external consultants appointed by the Council for the purposes of candidate attraction and selection, or for the purpose of language interpretation where appropriate.

Your personal data will not be shared or disclosed to any other organisation without your consent unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with data protection legislation and in line with the council's Records Retention and Disposal Schedule.

The Council is also required to collect more sensitive personal data (known as special category personal data) in order to monitor applications for equal opportunities purposes. The equality monitoring information is removed from your application pack before your job application is considered, and is retained in compliance with the council's Records Retention and Disposal Schedule. Your sensitive personal data will not be shared without your consent unless the law permits or places an obligation on the Council to do so.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please email jobs@belfastcity.gov.uk If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to dataprotection@belfastcity.gov.uk

Please see further details of the terms and conditions relating to this post set out below:

Appointment

The appointment will be made by the selection panel, but will be subject to ratification by the director of the relevant department.

This is a full-time permanent post. There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit,

If a similar post does become vacant within this time, it will be offered to candidates on the reserve list in the following way:

1. Candidates will be initially contacted by telephone and **must** respond within three working days to accept or decline the post.
2. Candidates who cannot be contacted by telephone will be contacted by letter and **must** respond by telephone or by return of acceptance form within five working days of the date of the letter.

If candidates do not respond within the above time frames, the post will be offered, in order of merit, to the next person on the reserve list. The names of those candidates who have not responded within the above timeframes will be retained on the reserve list, in order of merit, to be considered for future vacant posts.

However, if candidates have been contacted on three separate occasions, and they have not responded within the above timeframes on these three occasions, the council will assume that they are no longer interested in the post and their names will be removed from the reserve list.

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit by emailing jobs@belfastcity.gov.uk with your new contact details.

Job details

Job description: please refer to the job description for details of the duties of the post.

Employee specification: please refer to the attached employee specification for details of any qualifications, experience, etc. which are required for the post. Should an applicant be recommended for appointment to this post, they will be required to produce official original proof of any qualifications, etc. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they were in possession of such qualifications, etc. at the closing date for applications.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale Grade 14, SCP 59 to 62, £69,454 - £71,737 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

The person appointed will be based initially in City Hall, Belfast but will be required to work in and/or visit other locations.

Pre-employment checks

Prior to taking up duty the person recommended for appointment must:

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via either:
 - a digital identity check via the council's Identity Service Provider (IDSP). To use this method, you will need to hold a current UK or Irish biometric passport or passport card.
or
 - an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted.Individuals who do are unable to provide evidence of their right to work and reside in the UK via either of the methods above, must inform the council and a list of any official alternative documentation will be made available to them.
- (c) Provide details of the bank or building society account to which their salary or wage will be lodged.
- (d) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (e) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (f) Complete a disclosure of family relationships form.
- (h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

If the person appointed acquires a conviction throughout the course of their employment with Belfast City Council, they must bring this to the attention of their line manager/departmental HR representative. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.

Please note that if an applicant is recommended for appointment, they must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made.

Council policies

The person appointed will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements incorporated into the contract of employment.

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment and the Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

Please note if you are an applicant with previous local authority service in England, Scotland, Wales etc., you are advised to clarify your particular situation with regard to the continuity of this service, prior to accepting an offer of appointment from Belfast City Council.

Service and hours of duty

The hours of duty are 37 per week, working five days per week, Monday to Friday. Flexible working hours are in operation between 7.30am and 6.30pm, with set core times that the person appointed must be in work. However, the person appointed will be required to start and finish work at specific times that suit the operational needs of the service and they will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

Annual leave

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes.

A person appointed on the standard full time hours of 37 per week will be entitled to 177.6 hours (24 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 37 hours (5 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

Sick leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees are entitled to receive sick pay for the following periods:

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay
During fourth and fifth years of service	five months' full pay, and five months' half pay

After five years' service

six months' full pay, and six months' half pay

Superannuation

The person appointed will automatically become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. They may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enroll the person appointed at certain times. Appointees (including for casual posts), who do not meet the criteria for immediate automatic enrolment, can opt to join the scheme by contacting Payroll in writing (email payroll@belfastcity.gov.uk). The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant for appointment. Candidates can, however, contact the relevant department for further information about the post. The person from the relevant department who provides further information should not be a member of the selection panel.

Notice

The minimum period of notice to be given by an employee shall normally be the ordinary period from one payment of salary or wages to the next.

Belfast City Council may terminate an employee's employment with the council by giving the following period of notice:

Continuous service

One month or more but less than two years

Two years or more but less than twelve years

12 years or more

Period of notice

Not less than one week

Not less than one week for each year of continuous service

Not less than 12 weeks

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, and during this time one week's notice will be given by the council to terminate employment.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by jobs@belfastcity.gov.uk by 4pm on **Monday, 11 November 2024**.

Please note that it is the candidate's responsibility to ensure that their application form is submitted and received in the Human Resources Section via jobs@belfastcity.gov.uk by this closing date and time. Application forms must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

We are unable to issue or receive any hard copy application forms, either by post or hand-delivered.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Tuesday 19 November 2024**. While no specific assessment centre arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include an unseen presentation exercise as part of the selection process. It is envisaged that interviews will be held on **Thursday 28 and/or Friday 29 November 2024**. Applicants short-listed to attend for interview should ensure that they are available to attend on either of these days.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

City Innovation Manager (Grade 14)

City Innovation Section

Corporate Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday 11 November 2024**

Completed application forms should be emailed to jobs@belfastcity.gov.uk and you will receive an automatic acknowledgement reply when your application has been received. If you don't receive an automatic acknowledgement reply within 30 minutes, please email jobs@belfastcity.gov.uk again to query this and, or confirm receipt of your application form (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must receive an automatic acknowledgement reply **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

Please note we are unable to issue or receive any hard copy application forms either by post or hand delivered. All application forms must be emailed to jobs@belfastcity.gov.uk

If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please call 028 9027 0640

Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community



Section 1: Personal details

Are you currently employed by Belfast City Council?

Yes No

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes No

If yes, please state your reason for leaving:

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, Mx, Dr etc)

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

3. Other information

National insurance number:

Section 2: Qualifications and employment history

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
Applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as Information Technology, Business Administration, Public Administration, Economics, Management etc., or an equivalent qualification.
Please detail your relevant qualifications below:

Year:	Examining body / University / College:	Level of qualification:	Subject:	Grade or mark:

- (b) If you are applying for a post on the basis of a qualification which is not stated on the employee specification but which you consider to be equivalent, please list the main topics and modules below to demonstrate how you feel it is equivalent in terms of level, breadth, depth and content etc. Please also provide any further information which you feel supports your case.
 (The selection panel will make the final decision on the relevance and equivalence of your qualification.)

Year:	Examining body / University/College:	Level of qualification:	Subject and modules studied:	Grade or mark

Any other support evidence as to the equivalence of the qualifications stated, for example, breadth of overlap with qualification as detailed in the employee specification:

Employment history

(c) Details of current employment and current position held:

Name and address of current employer (if any):	Exact date employment commenced (dd/mm/yyyy):	Position held with current employer:	Salary:

(d) Details of previous employment and positions held:

Name and address of previous employer(s):	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)	Position(s) held:	Salary:

Section 3: Experience

5. You must complete the application form in typescript (Arial font size 11.) You must limit your text in this section, i.e. (a to (d), to no more than one A4 page per criterion. You must not use continuation sheets. If you submit more than one page per criterion, the short-listing panel will only consider the first page of information and you may not be short-listed.

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.

Essential criteria

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant senior management¹ experience in each of the following three areas:

- a) leading, developing and successfully delivering relevant strategic innovative, complex projects or change programmes using cutting edge technologies and data analytics;
- b) leading and developing relevant partnerships with a range of internal and external stakeholders including identifying funding and securing investment opportunities, using engagement mechanisms and working with relevant collaborative cross-sector partnerships and networks; and
- c) managing resources including effective budgetary control within tight financial constraints and direct reports in accordance with the principles of performance management and personal development.

Short-listing criterion

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, can demonstrate, by providing personal and specific examples on their application form, that they have experience of:

- d) supporting innovation and collaboration between private and public sector organisations that resulted in challenges being solved and tangible key outcomes being delivered.

In boxes (a) – (d) below, please provide the following detail:

- a) You must clearly state the start and end dates of your relevant experience including the number of years' senior management experience you have in this area. You must clearly state why it is relevant senior management experience; detail the strategic innovative complex projects or change programmes you have led, developed and successfully delivered; explain how you did this; set out the steps you took; explain how these projects or programmes were strategic, innovative and complex; outline what cutting edge technologies and data analytics you used, etc.
- b) You must clearly state the start and end dates of your relevant experience including the number of years' senior management experience you have in this area. You must clearly state why it is relevant senior management experience; detail the relevant partnerships you have led and developed; how you did this; the internal and external stakeholders you involved; the funding and investment opportunities you identified and secured; how you did this; the types of engagement mechanisms you used; the cross-sector partnerships and networks you have worked with; how these worked collaboratively; how you ensured success, etc.
- c) You must clearly state the start and end dates of your relevant experience including the number of years' senior management experience you have in this area. You must clearly state why it is relevant senior management experience; clearly detail the size of the budgets you have managed; how you did this effectively within tight financial constraints; the direct reports you were responsible for managing; the steps you took to manage these staff, how was this accordance with the principles of personal development planning and individual performance management, etc.
- d) You must clearly detail the innovation and collaboration that you have supported; identify the private and public sector organisations that you supported; explain the challenges you solved and how you did this;

¹ **Senior management experience** will be defined as taking decisions affecting strategic issues concerning the corporate body or organisation within which the candidate is working and providing detailed professional advice at board / executive level on strategic issues.

outline the range and type of challenges that you have solved; explain the key tangible outcomes that you helped deliver; how you did this, etc.

(a)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant senior management experience of leading, developing and successfully delivering relevant strategic innovative, complex projects or change programmes using cutting edge technologies and data analytics.

Continuation sheets must not be used

(b)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant senior management experience of leading and developing relevant partnerships with a range of internal and external stakeholders including identifying funding and securing investment opportunities, using engagement mechanisms and working with relevant collaborative cross-sector partnerships and networks.

Continuation sheets must not be used

(c) Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant senior management experience of managing resources including effective budgetary control within tight financial constraints and direct reports in accordance with the principles of performance management and personal development.

Continuation sheets must not be used

(d) Please demonstrate in this box, by providing personal and specific examples, that you have experience of supporting innovation and collaboration between private and public sector organisations that resulted in challenges being solved and tangible key outcomes being delivered.

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

7. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer referee (or character reference if applicable):

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council.

Signed:

Date:

Equal opportunity monitoring form

HR Reference number: 0000002832/

Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.

This questionnaire will not be seen by either the short-listing or interview panels.

Personal details:**Date of birth:****Gender Identity:****What best describes your gender?**Man Woman Non-binary Prefer not to say I use another term (for example, Intersex), please specify: **Do you consider yourself to be trans* or transgender**?**Yes No Unsure Prefer not to say

*Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

** Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

Family status:Married Single Divorced Separated Widowed Cohabitant Civil partnership Dissolved civil partnership Prefer not to answer Other, please specify **Ethnic origins:**White Indian Pakistani Bangladeshi Chinese Irish Traveller Black African Black Caribbean Prefer not to answer Black other, please specify Mixed ethnic group, please specify

specify

Other, please specify

Please state your nationality or citizenship (for example, British, Irish, Polish):

Official use only:Dob Gender Identity Status Ethnic origin Nation

Persons with and without a disability:

A person has a disability if they have “a physical or mental impairment which has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities” (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?

Yes No
Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No
Prefer not to answer

History

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them.

Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our Helpline on **(028) 9027 0640** and we will be happy to help.

In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

Official use only:

Persons with and without dependants:

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes No

Dependants

If yes, please tick the relevant box(es) below- you may tick more than one box

Children Relative A person with a disability
 Prefer not to answer
 Other, please specify:

Sexual orientation:

What best describes your sexual orientation?

Bi
 Gay/lesbian
 Heterosexual/straight
 Prefer not to say
 I use another term, please specify:

Orientation

Religious affiliation or community background:

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community
 I am a member of the Roman Catholic community
 I am a member of neither the Protestant nor Roman Catholic communities
 Prefer not to answer

Code
 Method

Please note: If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim:
 No religious belief
 Not disclosed

Religious belief

Additional information:

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

Belfast Telegraph	<input type="checkbox"/>	Irish News	<input type="checkbox"/>	Newsletter	<input type="checkbox"/>
Sunday Life	<input type="checkbox"/>	Specialist journal	<input type="checkbox"/>	LinkedIn	<input type="checkbox"/>
Council trawl	<input type="checkbox"/>	Council website	<input type="checkbox"/>	Nijobfinder.co.uk	<input type="checkbox"/>
Facebook	<input type="checkbox"/>	Twitter	<input type="checkbox"/>	Word of mouth	<input type="checkbox"/>
Department of Learning, Jobs and Benefits	<input type="checkbox"/>	Executive search	<input type="checkbox"/>	Localgovernmentjobsni.gov.uk	<input type="checkbox"/>

Other, please state where: