

Job description

Date: 16 August 2020

Department: City and Neighbourhood Services

Post number: HSOP0006

Section: City Services

Job title: **Assistant City Protection Manager (Health and Safety)**

Grade: Grade 10

Main purpose of job

The post holder will report to a City Protection Manager and will be responsible for the operational management of functions allocated to them within the City Services portfolio. They will work with senior managers across the department and the council and with other relevant stakeholders in delivering an integrated regulatory and compliance service for City and Neighbourhood Services, which is both outcome and customer focused.

As part of the city services management team, they will be responsible for:

1. Developing and overseeing portfolios and programmes of work for effective delivery of the various regulatory and city protection functions within City and Neighbourhood Services.
2. Working collaboratively across the service and the department, and with key stakeholders, on the development and implementation of city centre streetscape and public realm improvement initiatives and associated programmes.
3. Leading, managing, developing, and motivating staff allocated to the service area, and contributing to the management and business improvement of the department.
4. Assisting the City Protection Managers with the planning and development of annual objectives and work programmes that are consistent with departmental and service priorities.
5. Providing professional and technical leadership, workforce planning, and effective financial management to ensure delivery of high quality customer focused services.
6. Keeping under review new developments in the field of all relevant regulatory and compliance functions and recommending changes to policies, procedures and practices or other resource requirements necessary for the maintenance of the efficiency and effectiveness of the service.

Summary of responsibilities and personal duties

1. Assist the City Protection Manager in the preparation and delivery of relevant strategies and business plans and produce performance reports as required.
2. Assist the City Protection Manager with the delivery of all statutory and non-statutory responsibilities of the post in a cost effective and customer focused manner, seeking ways to deliver improved services to the ratepayers and the wider community.
3. Oversee the management and supervision of all operational work of staff, including project management, assigning work, monitoring workload, attendance management, approving leave, working from home arrangements, and other relevant duties. This will involve ensuring service delivery in accordance with agreed standards.
4. Ensure adequate arrangements are in place for the organisation and supervision of necessary inspection, monitoring and educational programmes and for the enforcement of relevant legislation in accordance with the principles of the Council's enforcement policy.
5. Manage the performance of staff by ensuring the setting of work objectives that are consistent with service priorities and by monitoring progress against those objectives.
6. Manage the development of staff by supporting them in the timely production of personal development plans and by monitoring progress against those plans.
7. Monitor and manage such budgets as are allocated for the discharge of the relevant functions in accordance with the council's stated policies and any financial regulations or standing orders to ensure that the relevant objectives are met within budget.
8. Manage activities in relation to statutory duties ensuring all proper procedures are followed and any required administration is completed in a timely and accurate manner. This includes the issuing of statutory notices and relevant Fixed Penalty Notices.
9. Manage the quality of communication outputs in relation to committee reports, letters, notices, legal briefs, reports, court summonses, etc.
10. Keep under review all relevant legislation and manage responses to relevant consultation documents on behalf of the department. Develop policy and procedures relating to legislative requirements on behalf of the department as required.
11. Ensure that staff in the service and throughout the council are kept informed of changes in legislation or policies as they relate to their duties and to ensure that the necessary administration and operational arrangements and procedures are formulated and disseminated.
12. Develop and implement systems for monitoring service delivery by overseeing the production, collation and analysis of relevant performance data and to produce reports on the work of the service which provide explanations for deviations in performance and to make recommendations for improvement.
13. Manage the health and safety of staff within the post-holder's area of responsibility.
14. Develop and maintain close working relationships with elected members and the communities they represent and with other internal and external stakeholders as required.

15. Ensure appropriate systems are in place for the management and handling of enquiries, information requests and complaints from the public and to ensure effective customer relations and customer focused service delivery.
16. Co-ordinate regular team meetings and advise senior management on matters relating to the management, operation, and development of the service.
17. Develop and present reports and presentations to Council Committees, Boards, DMTs, and other relevant senior management meetings and project teams as required.
18. Participate in service, departmental and council wide project teams, consultative and other groups, as required.
19. Represent the City Protection Manager, within the post-holder's sphere of responsibility, as required.
20. Participate in the Council's Emergency Planning and Business Continuity arrangements as directed.
21. Ensure all policy development, consultations and frameworks comply with the council's statutory duties under Section 75 of the Northern Ireland Act 1998 and other applicable legislation and the council's Equality Scheme.
22. Participate as directed in the council's recruitment and selection procedures.
23. Act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
24. Motivate and manage any staff, that may be assigned, to the postholder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
25. 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.
26. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
27. Undertake such other relevant duties as may, from time to time, be required.

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: 3 January 2025

Department: City and Neighbourhood Services

Post number: HSOP0006

Section: City Services

Job title: Assistant City Protection Manager (Health and Safety)

Grade: Grade 10

Essential criteria

Qualifications

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

- have a full current driving licence which enables them to drive in Northern Ireland **or** have access to a form of transport which enables them to meet the requirements of the post in full. It is desirable that a vehicle is available for official business; and
- have a third level qualification in a relevant subject, such as environmental health, environmental protection, public health, business management, public administration. or an equivalent, relevant qualification.

Experience

Applicants **must** also, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples that they have at least one year's relevant experience of:

- a) managing delivery of services, programmes and projects in the field of regulatory, compliance and enforcement, in accordance with the principles of performance management, customer focus and continuous improvement;
- b) providing high level technical and professional advice and guidance to staff and senior management, on complex or sensitive service delivery matters in the delivery of regulatory and compliance services; and
- c) effectively managing resources including people (direct reports) and ensuring adherence to financial procedures and asset management protocols, to achieve business objectives.

Please note, whilst the Assistant City Protection Manager post is a generic job description, there is currently one vacant post within the discrete business area of Health and Safety. City Services is also responsible for delivering a range of other regulatory functions across a number of discrete service areas to which successful applicants may be assigned, these include: Environmental Protection, Public Health and Housing, Enforcement, Pest Control, Dog Warden and Animal Welfare.

Following the selection process, a reserve list may be compiled for future vacancies that arise across any of the above business areas. This reserve list would last for a maximum of 12 months and posts may be offered to those on the reserve list, in order of merit, without further interview.

Candidates should note however that specific selection criteria apply to Assistant City Protection Manager posts within the discrete areas of Food Safety and Port Health, therefore should any future vacancies arise in Food Safety and/or Port Health, any candidates on the reserve list for the current post will not be eligible and may have to reapply.

Special skills and attributes

Applicants must be able to demonstrate, evidence of the following skills and attributes which will be tested at interview:

Communication and influencing skills: the ability to display effective written and oral communication skills in both formal and informal settings with the ability to influence and persuade others on complex issues using plain, concise language. The ability to build rapport and maintain the engagement and commitment of others to secure their support in the delivery of projects.

Project management and work planning skills: the ability to determine organisational priorities and resource requirements for complex programmes and projects and manage allocated workload on the basis of available resources and to work to tight deadlines to ensure effective delivery.

Partnership working skills: the ability to form, maintain and enhance partnership working with internal and external stakeholders to build consensus around key projects and progress the joint work.

Technical knowledge: up-to-date technical and professional knowledge and expertise in regulatory / enforcement fields, and of current issues affecting local government.

Analytical and decision-making skills: the ability to analyse and interpret complex issues and exercise critical judgement in arriving at practical solutions and communicate findings clearly.

Team working and leadership skills: the ability to lead and foster a motivating, engaging and supportive environment to maximise both contribution and potential of their team members to achieve objectives.

Performance management skills: the ability to performance manage service delivery, resources and projects including the setting of objectives and targets, monitoring criteria and evaluation performance measures.

Political sensitivity skills: the ability to show awareness and sensitivity in managing successfully within a political environment including working effectively with elected members, partner organisations and other agencies.

Resource management skills: the ability to effectively manage and monitor any allocated budgets and other resources and report on variances as required.

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 application forms:

- i. in the first instance, can demonstrate on the application form by providing personal and specific examples, that they have at least two years' relevant experience in the areas (a) to (c) listed above; and
- ii. in the second instance, possess an additional relevant professional or management qualification.

Belfast City Council

Terms and conditions of employment

Assistant City Protection Manager (Grade 10) Permanent Post

City Services Section

City and Neighbourhood 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.

There is currently one permanent, full time post based in the Health and Safety team.

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, without further interview. For generic-type posts, this may include posts in another department. **These posts may be either full-time, part-time or job-share on a permanent, temporary or fixed-term basis.**

Please note, whilst the Assistant City Protection Manager post is a generic job description, there is currently one vacant post within the discrete business area of Health and Safety. City Services is also responsible for delivering a range of other regulatory functions across a number of discrete service areas to which successful applicants may be assigned, these include: Environmental Protection, Public Health and Housing, Enforcement, Pest Control, Dog Warden and Animal Welfare.

Following the selection process, a reserve list may be compiled for future vacancies that arise across any of the above business areas. This reserve list would last for a maximum of 12 months and posts may be offered to those on the reserve list, in order of merit, without further interview.

Candidates should note however that specific, additional selection criteria are required for Assistant City Protection Manager posts within the discrete areas of Food Safety and Port Health, therefore should any future vacancies arise in Food Safety and/or Port Health, any candidates on the reserve list for the current post will not be eligible and may have to reapply.

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, licences, 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, licences, 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, licences, 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 Grade 10, SCP 42 to 45, £51,802 - £54,971 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.

The person appointed may be required to undertake work outside the normal office hours (as detailed under Service and hours of duty) and to provide occasional cover for out of hours services. Any such work will be on an occasional basis and will attract additional payments.

Location

The person appointed will be based initially in the Cecil Ward Building, 4-10 Linenhall Street 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) Produce official evidence of their qualifications, driving licence (both parts) as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which their salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) 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. An employee currently undertaking a temporary project/cover/review post will not be able to continue working for the remaining duration of this temporary post prior to taking up a permanent post, even if this temporary post is of a higher grade.

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, as directed by senior management, 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.

The person appointed may also be required to participate in the City and Neighbourhood Services Department's out of hours emergency response rota.

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).

Car user

This job **may** require the postholder to visit and carry out council duties in areas and locations across the city and it is therefore desirable that a car should be available when required. If required to travel for official Council business, the postholder will be reimbursed at the appropriate mileage rate in accordance with the council's Car User Policy if they use their own car.

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	Period of notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more	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 3 February 2025**.

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 **Friday 21 February 2025**.

Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held via MS Teams on **Monday 3 March 2025**.

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:

Assistant City Protection Manager (Grade 10)

(There is currently one permanent full-time post. Other full-time, part-time, temporary and permanent posts may be filled from a reserve list.)

City Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday 3 February 2025**.

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 email jobs@belfastcity.gov.uk

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



**Belfast
City Council**

In addition to filling the immediate vacancy, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months or until it is exhausted, whichever is sooner.

Therefore, should a similar post to the immediate vacancy become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

These posts may be either on a permanent or temporary basis and may be working full-time or part-time hours.

Please indicate below whether you would be interested in a permanent or temporary (including fixed term) post working full-time or part-time hours by ticking the appropriate box.

If you are interested in both permanent and temporary positions, please tick (✓) both boxes.

Contract type:

Permanent

Temporary

Hours of work:

Full-time

Part-time / Job share

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time and part-time hours.

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post. Similarly, if you have ticked that you wish to be considered for full-time hours only and a part-time post becomes available, we will not offer you this part-time post.

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 environmental health, environmental protection, public health, business management, public administration or an equivalent, relevant qualification.
In addition, the council reserves the right to shortlist, in the second instance, only those applicants who, as at the closing date for receipt of application forms, possess an additional relevant professional or management qualification.

Please detail your relevant qualification(s) 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:

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- (c) **Professional qualifications:**
In addition, the council reserves the right to shortlist, in the second instance, only those applicants who, as at the closing date for receipt of application forms, possess an additional relevant professional or management qualification.
Please detail your relevant qualification(s) below:

Title of professional body	Title of qualification(s)	Date of attainment

Employment history

(d) 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:

(e) 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: Driving licence and experience

5.
(a) Do you hold a full, current driving licence which enables you to drive in Northern Ireland OR have access to a form of transport which enables you to meet the requirements of the post in full?
Yes No

If you have answered yes to the above question, please also provide details of your driving licence number, start and expiry dates:

Licence number: _____ Start date: _____ Expiry date: _____

You must complete the application form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in this section, i.e. (b) 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** also, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples that they have at least one year's relevant experience of:

- a) managing delivery of services, programmes and projects in the field of regulatory, compliance and enforcement, in accordance with the principles of performance management, customer focus and continuous improvement;
- b) providing high level technical and professional advice and guidance to staff and senior management, on complex or sensitive service delivery matters in the delivery of regulatory and compliance services; and
- c) effectively managing resources including people (direct reports) and ensuring adherence to financial procedures and asset management protocols, to achieve business objectives.

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 application forms:

- i. in the first instance, can demonstrate on the application form by providing personal and specific examples, that they have at least two years' relevant experience in the areas (b) to (d) listed above; and
- i. in the second instance, possess an additional relevant professional or management qualification.

In boxes (b), (c) and (d), please provide the following detail:

- b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the full range of regulatory, compliance and enforcement matters that you managed; how you managed the delivery of services, programmes and projects in relation to these; how you ensured that this was done within the principles of performance management, customer focus and continuous improvement; how you measured your success / impact in achieving this; the range of work undertaken and any tools or systems you used to assist you, etc.
- c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your experience of providing high level technical and professional advice on service delivery matters, the range of matters you advised on and who the staff and senior management were that you provided it to; how the matters that you advised on were

complex or sensitive; how it related to regulatory and compliance service delivery; how your advice was used; how you ensured that your advice was appropriate, high level and professional, etc.

- d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the resources that you effectively managed in order to meet business objectives; detail the number and range of direct reports and staff that you were responsible for managing and for how long; how you managed your staff effectively; the budgets and, or finances that you were responsible for; how you ensured compliance with financial procedures and what those were; the amount of finance that you were responsible for managing; the range of asset management protocols that you managed; how you ensured this was done effectively; how your effective management of all these resources contributed to achieving business objectives, etc.

(b)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's relevant experience of managing delivery of services, programmes and projects in the field of regulatory, compliance and enforcement, in accordance with the principles of performance management, customer focus and continuous improvement. (Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

(c)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's relevant experience of providing high level technical and professional advice and guidance to staff and senior management, on complex or sensitive service delivery matters in the delivery of regulatory and compliance services.

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

(d)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's relevant experience of effectively managing resources including people (direct reports) and ensuring adherence to financial procedures and asset management protocols, to achieve business objectives.

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' relevant experience in this area)

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: 00002955/

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 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 Irish News Newsletter
Sunday Life Specialist journal LinkedIn
Council trawl Council website Nijobfinder.co.uk
Facebook Twitter Word of mouth
Department of Learning, Jobs and Benefits Executive search Localgovernmentjobsni.gov.uk
Other, please state where: