

Director of Economic Development



Foreword from Belfast City Council Chief Executive, John Walsh



I am delighted that you are interested in working for Belfast City Council. It is no exaggeration to state that Belfast is a city transformed and has become one of the most attractive cities in the UK and Ireland. There's a quality of life here to rival that of any European city making it an ideal place to live, work, visit or study. It is the economic and cultural heart of the region with world-class universities, thriving creative industries and a world-recognised technology sector, particularly in the areas of cyber security and Fintech. Investor and developer confidence in Belfast is strong and we have clear plans to sustain that momentum as we seek to maximise the impact of the Belfast Region City Deal and to build Belfast's recovery from the Covid-19 pandemic, moving forward.

Our aim is to make a real difference to the lives of our residents on a daily basis. In November 2017, we published the Belfast Agenda, our first community action plan which set out a joint vision for the city up to 2035. Seven years on, the world is a very different place. In March 2024, following significant economic, social and environmental changes, partners have reviewed our strategic plan and updated it to reflect current priorities. The refreshed Belfast Agenda 2024-2028 includes a significant programme of actions including delivery of 6,000 new homes, planting 150,000 trees, reducing chronic homelessness, increasing the number of business start-ups by 20 percent and reducing the economic inactivity rate by five percent. You can read more at www.belfastcity.gov.uk/belfastagenda

This has shaped our draft 2024 - 2028 Corporate Plan and annual Delivery Plan, reflecting on the needs of the people of Belfast and defining key priorities for the Council to address, and assisting in the outline of new committee plans for 2024-25 and ahead.

The job role of Director of Economic Development will be responsible for driving the future growth and regeneration of the city, creating a sustainable, inclusive, attractive, unique and dynamic place to live, work, visit and invest. The post-holder will lead on strategic planning and policy matters to ensure Belfast is viewed as a prominent and resilient city to attract investment and generate opportunities and will be at the forefront of Belfast's successful development as a hub of the regional, national and global economy.

If you see your future career ambitions reflected in our vision, we would very much welcome your application.

1. About Belfast

Belfast is a city with a remarkable heritage, from its emergence as a world centre of industry and shipbuilding, through a generation of political and social turmoil, to the vibrant and growing urban centre that you see today.

The scale and quality of the city's transformation has been of international significance, particularly evident in developments in the city's Titanic Quarter, the addition of new hotels, grade A office accommodation and new purpose-built managed student accommodation across the city centre.



Transformational schemes continue to progress, most notably in the north-centre of the city where the new Ulster University £364 million city centre campus opened in September 2022 and plans for Belfast Stories, a £100 million tourism regeneration project and landmark development, right in the heart of the city centre.

On completion of the £105 million Leisure Transformation programme, Belfast will have eight new leisure facilities across the city, improving the quality of life for the people of Belfast and ensuring everyone has the opportunity to enjoy a healthier lifestyle. Phase three is now underway with seven now open to the public. Work on the remaining one will continue throughout 2024.

Our Rapid Transport System, the Glider has already begun playing a key role in transforming Belfast, the city is better physically connected than ever, providing vital links for the east and west of the city to a range of healthcare, education, jobs and leisure facilities. Plans to further enlarge the network have been out for public consultation, with all responses currently with the Department of Infrastructure for consideration. Belfast Grand Central Station, which is due to open shortly will provide a modern high-capacity transport hub which will be a catalyst for the regeneration of the wider Weavers Cross development, proving a gateway to Belfast as a modern, confident and progressive city, stimulating economic opportunities for the city and Northern Ireland. With its two universities and other leading educational facilities, competitive rental and housing prices, thriving business environment and diverse visitor experiences, Belfast has a compelling offer for students, residents, tourists and investors. With a growing economy the Council is able to present young people with real opportunities to establish themselves in the workplace and lay foundations for their careers.

Belfast has a thriving arts and cultural scene that ranges from the traditional to the highly contemporary – something for all tastes. The TV and film industry also thrives in Belfast, with Titanic Studios being one of Europe's largest film studios, attracting the production of many movies and TV series, most notably the globally renowned Game of Thrones and the new centre of excellence in virtual production, Studio Ulster, opening later this year. Belfast 2024 is an ambitious cultural celebration for our city. It will present a wide programme of creative local projects, events and city initiatives in 2024 - made by the people of Belfast for the people of Belfast.

The city's relatively compact geography means it's all within easy reach. For those seeking a break from the hustle of the city, you don't have to travel far to be surrounded by stunning countryside and coastline. With a buoyant tourist industry Belfast is a constant presence in numerous surveys about the best places to visit, taking its place proudly alongside some of the world's greatest cities. The growing list of recognition and praise from all over the world confirms Belfast is the place to be.

2. About Belfast City Council



Belfast
City Council

Belfast City Council is the local authority with responsibility for the city of Belfast, the capital and largest city in Northern Ireland. The Council's geographical footprint is only 132km², however it serves an estimated population of 348,005, the largest of any district council in Northern Ireland.

The Council has worked continuously to realise its aspirations for the city, develop its potential, boost the local economy and promote the city on the global stage.

Having assumed responsibility for new powers and services including land-use planning, community planning and economic development, it has further increased its ambition to create a world-class city where everyone is supported to reach their potential and barriers to opportunity are removed.

The full Council, which consists of all 60 elected representatives, is the overarching decision-making body. Through the work of committees, these elected members oversee the work of the Council. All committee decisions are required to be ratified by the full Council except where committees have been granted delegated authority to make decisions.

Please visit [Our strategies and plans \(belfastcity.gov.uk\)](https://www.belfastcity.gov.uk) for further details of our corporate strategies.

3. About Place and Economy Department

The Place and Economy Department is responsible for driving the future growth and regeneration of the city, creating a sustainable, inclusive, attractive, vibrant, unique and dynamic place to live, visit and invest.

The Department leads on:

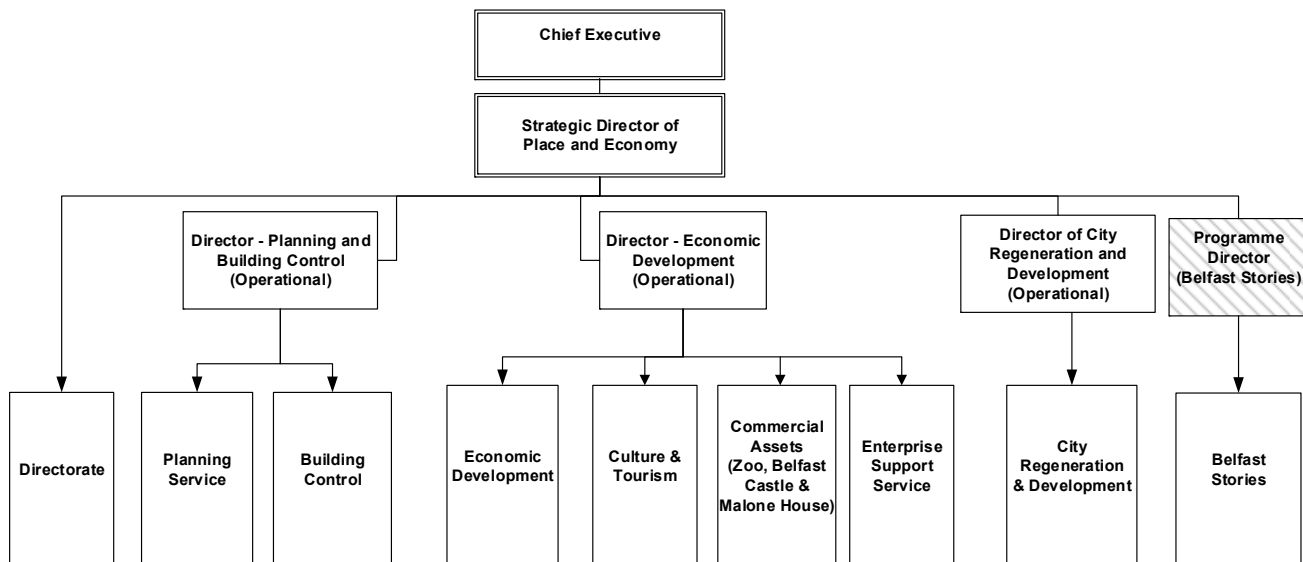
- City Centre Regeneration and Investment and delivery of associated strategies, policies, plans and projects.
- Economic Development including high growth sector; small business; skills and employability.
- Planning Services, including Development Control and the Local Development Plan (LDP), along with Building Control.
- International relations, tourism, culture and arts.
- Events, venue and asset and estates management, including Waterfront & Ulster Hall Ltd, Belfast Zoo, Belfast Castle and Malone House.

Organisational Functions

We are developing our organisation to make sure we are fit to deliver our Belfast Agenda.

The Place and Economy Department has a budget of circa £23 million with over 450 staff. The Director of Economic Development will report to the Strategic Director of Place and Economy.

Place and Economy Department



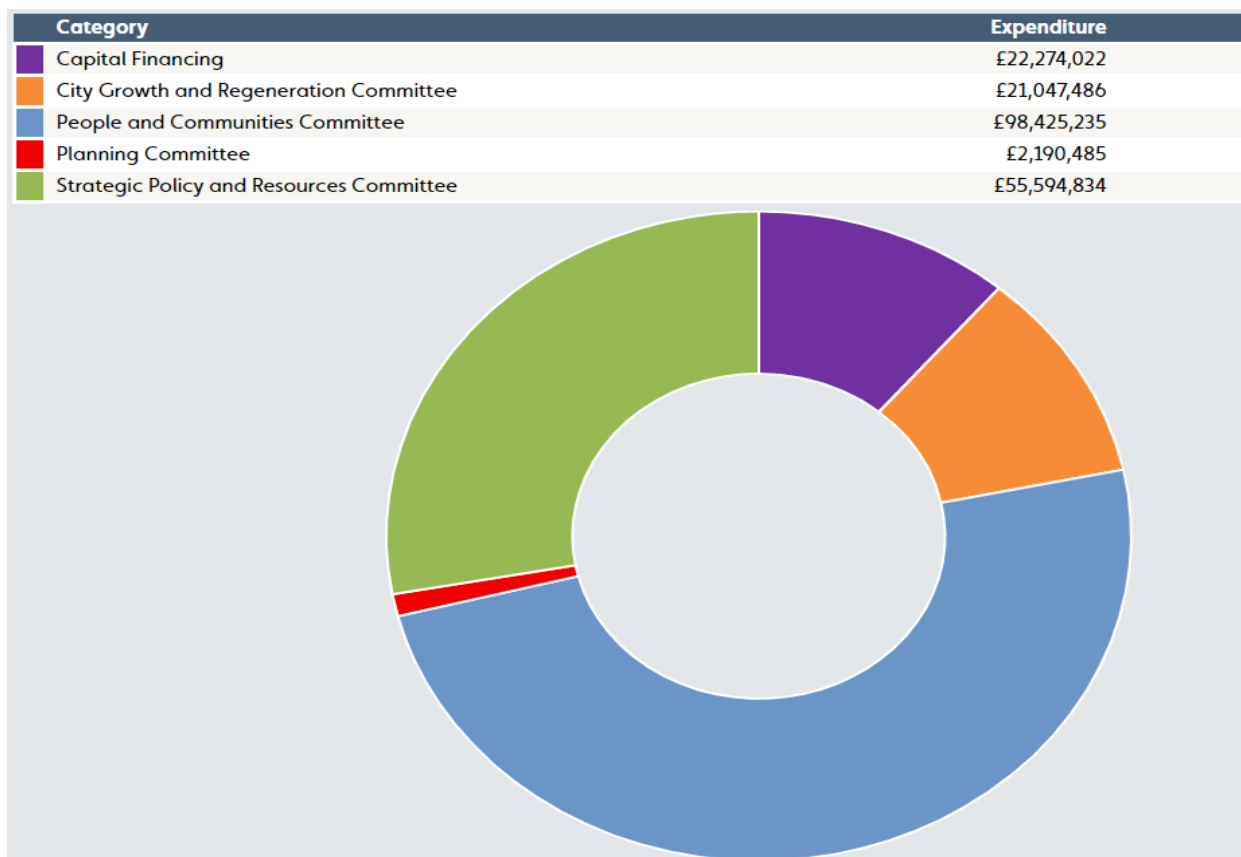
4. Income and Resources

The Council derives its income primarily from the District Rate. For 2024-2025, this totals £199.53 million (47%).

In addition, funds are received from:

- fees and charges - £24.53 million
- grants - £13.98 million
- other - £13.50 million

This provides a total budget of £251.54 million to provide its services. A summary of the targeted expenditure is detailed below, along with the various committee and governance structures for decision making.



The City Growth and Regeneration committee had the following budgets set, per service, for the 2024 / 2025 Financial Year:

SERVICE	BUDGET 2024-25
Off-Street Car-Parking	-973,719
City Regeneration	1,979,242
Place and Economy Directorate	2,389,527
Economic Development	18,155,877
COMMITTEE TOTAL	21,550,927

5. Committee Structures

City Growth and Regeneration Committee

This City Growth and Regeneration Committee is responsible for the development and implementation of strategies, policies, programmes and projects directed to the regeneration and growth of the city in the context of the outcomes agreed in the community and corporate plans and other corporate strategies.

Climate and City Resilience Committee

The Climate and City Resilience Committee is responsible for political oversight of the resilience strategy for Belfast, supporting a targeted approach through existing structures to those issues which pose the greatest risk to the city, its economy and its people.

Licensing Committee

The Licensing Committee is responsible for the consideration of all matters pertaining to policy and legislation in relation to licensing issues and has delegated authority for determining a range of licenses set out in legislation.

People and Communities Committee

The People and Communities Committee is responsible for the development and implementation of strategies, policies, programmes and projects aimed at improving life at a local level in the context of the outcomes agreed in the community and corporate plans and other corporate strategies.

Planning Committee

The Planning Committee is responsible for all planning functions, except those matters which are delegated to officers or reserved to full Council.

Strategic Policy and Resources Committee

The Strategic Policy and Resources Committee is responsible for setting out the strategic direction through the development of its corporate plan and other key corporate and cross cutting strategies and policies. It will also ensure effective use of resources and value for money for ratepayers and oversee Belfast City Council's relationship with a number of key agencies and partners.



6. Job description

Job title: Director of Economic Development

Grade: SCP 77 to 80

Main purpose of job:

The post-holder will report to the Strategic Director of Place and Economy and will:

- Be directly responsible for the leadership, development and delivery of high quality economic, cultural and skills development functions to meet the needs of citizens, investors, tourists, partners and other key stakeholders and deliver on corporate strategic priorities i.e. Belfast Agenda to promote inclusive growth in all aspects.
- Lead, manage and develop the functions in a way that contributes positively to the city, secures continued investment and improvement, delivers sustainability and maximises economic growth, social inclusion, community well-being and the quality of life and experiences of those who work, live, study or visit Belfast.
- Develop Belfast as a hub of the regional economy and a city which competes on an International and European scale (working with stakeholders and establishing partnerships across the country, Europe and wider global economy and developing a strong relationship with the private sector).
- Drive forward the economic development of Belfast by promoting the attractiveness of the city; supporting the development of key growth sectors; stimulating small to medium enterprise growth and competitiveness; promoting entrepreneurship and employability and skills development; Foreign Direct Investment; markets development; and delivering sustainable economic regeneration initiatives.
- Develop strategic and dynamic relationships and partnerships with relevant government departments and agencies to ensure alignment between the ambitions set out in the Belfast Agenda with those contained within a range of regional strategies, including the Industrial Strategy and the Programme for Government.

Primary responsibilities

1. Contribute to the strategic management of the city by building the necessary capacity and processes to ensure that the Council can deliver on the relevant aspects relating to economic prosperity, social inclusion and the development of a neighbourhood or area-based approach to economic regeneration.
2. Support the Corporate Management Team by contributing to the corporate planning process, identifying and ensuring the delivery and achievement of corporate outcomes, targets and objectives, including a city deal, regeneration programmes and inclusive growth agenda.
3. Lead, manage and monitor the development of a coherent and effective economic development strategy ensuring alignment to corporate objectives and priorities while establishing a customer-focused culture across the service and department.

4. Provide expert advice and make recommendations on all policy and strategy in respect of the economic development portfolio.
5. Ensure integrated working across the department and wider council, supporting the development and implementation of strategies and initiatives to shape the physical, economic and social development and growth and regeneration of Belfast.
6. Improve the organisation's expertise and capacity for economic regeneration, ensuring that we are in the position to shape the future growth and competitiveness of the city and support the ongoing delivery of the Belfast Agenda.
7. Lead, develop and deliver high quality action plans for economic, cultural and skills development functions/ and activities (including economic programmes, employability and skills development, tourism, culture and arts, council venues, city events).
8. Oversee the management of council venues, such as the Belfast Waterfront and Ulster Hall, St George's and Smithfield Markets, Malone House, Belfast Castle, Belfast Zoo etc and ensure the delivery of major civic events.
9. Effectively manage the Council's international relations, tourism, culture and arts functions, including the implementation and management of relevant action plans.
10. Identify and secure relevant funding streams and opportunities to increase sponsorship and revenue income and take the lead on bid development.
11. Implement city-wide employability and skills development programmes to create opportunities through a range of initiatives in line with our strategic framework.
12. Identify external change factors e.g. Brexit which have the potential to affect the Council's policies within the function and prepare evaluations for the Strategic Director's consideration.
13. Manage and deliver thematic projects or initiatives and any other tasks as may from time to time be assigned.
14. Work collaboratively across the Council to contribute to the strategic management of the city, leading or supporting on priority issues related to economic growth and development and ensuring the delivery of objectives as agreed by elected members.
15. Support the Strategic Director in the development of any outcome-based accountability framework to monitor and manage performance and to ensure the strategic vision and ambitions within the Belfast Agenda are achieved.
16. Support the Strategic Director in all designated duties, deputising as and when required, and acting as the principal source of advice on the effective planning, management and delivery of Economic Development services.
17. Undertake any other relevant duties as required by the Strategic Director of Place and Economy.

This job description has been written at a time of significant organisational and structural 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.

7. Employee specification

Essential criteria

Qualifications

Applicants must, at the closing date for receipt of applications, have a third level qualification in a relevant subject, such as, economics, international development, business studies or equivalent qualification.

Essential experience

1. Applicants must, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on their application form that they have three years' ¹senior management experience of leading on the development and delivery of key economic growth strategies through innovative and evidence-based approaches resulting in ²tangible outcomes.
2. Applicants must also be able to demonstrate, by providing personal and specific examples on their application form, that they have experience of:
 - i) developing and maintaining key strategic relationships across sectors to deliver initiatives and providing expert advice on key economic development growth sectors to facilitate informed decision making; and
 - ii) leading on the management of integrated services to deliver strategic objectives while managing a multi-disciplinary team and budgets effectively.

Desirable criteria:

In addition to the essential criteria, Belfast City Council reserves the right to short-list only those applicants who can demonstrate, by providing personal and specific examples on the application form, that they have:

- iii) in the first instance, experience of leading on the identification and securing of relevant funding streams; and
- iv) in the second instance, experience of developing and leading innovative programmes related to areas including arts, tourism, culture, employability and skills, etc.

¹ Senior Management is defined as taking decisions on strategic issues that affect the organisation and providing detailed advice and guidance to top tier executive / board level.

² This may include diversification or specialisation of industry sector, securing of FDI, development of start-up or entrepreneurial programmes, delivering sustainable growth initiatives for SMEs, etc.

8. Special skills and attributes

Applicants **must** also be able to demonstrate evidence of the following skills, competencies and attributes which will be tested at assessment centre and/or final interview:

1 Strategic leadership in the political context.

Component factors:

- Strategic leadership and direction, developing and delivering policy.
- Leading organisational change, overseeing transformation initiatives, and dealing with resistance.
- Brokering collaborative relationships with a range of key stakeholders and managing complex partnerships in service delivery to ensure the best use of resources.
- Recognising issues of political sensitivity, retaining a high degree of probity and integrity, and reporting to elected politicians / non-executive board level members on a range of public-concerning matters.
- Acting as a strong advocate and role model for the Council.
- Improving communications internally and externally, with a range of stakeholders at all levels.
- Risk management, the effective identification and measurement of potential risk and proactive management to mitigate it.
- Embracing diversity, recognising the value diversity can provide, and championing diversity ensuring services are inclusive and available to all.

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

Component factors:

- Focused on delivering customer led services which can deliver value to the customer as well as value for money.
- Ensures continuous review, improvement, taking on board feedback and seeking new ways of working. Actively seeks to innovation and integrate new services.
- Sets ambitious targets and encourages customer feedback.

3 Resource management, including financial and people management.

Component factors:

- Financial planning and budgetary control, including identification of alternative funding streams.
- Organisation of people to deliver outcomes with rigorous value for money.
- Creates the structures, culture and processes to effectively deliver services.
- Leadership and motivation of people, including effective employee development, performance management, robust and fair resolution of underperformance issues and succession planning.
- Actively supports the development of teams, giving opportunities to grow. Looks to implement effective succession plans to ensure the resilience of the section / department.

4 Project management.

Component factors:

- Delivery of cross-cutting projects.
- Effectively oversees the management of multiple concurrent projects.
- Analytical and problem-solving skills.

- Coordination and completion skills.

5 Personal impact.

Component factors:

- Provides authority and commands respect.
- Exceptional relationship building skills, inside and outside the organisation.
- Ability to inspire trust and confidence.
- Resilient and committed.
- Excellent listening and communications skills.
- Sound judgement in challenging situations, including political management.

9. Selection process

Applicants are required to submit an application form for this post which clearly sets out how they meet all the essential and, where appropriate, the desirable criteria as set out in the employee specification above.

Completed applications must be returned by email to jobs@belfastcity.gov.uk

Closing date for receipt of completed applications is Friday 27 September 2024 at 4pm. No late applications will be accepted.

Please note that it is the candidate's responsibility to ensure their application is submitted and received by this closing date and time. Applications returned electronically must be submitted as an email attachment. No late applications will be considered. No applications or supporting information in respect of an already submitted application form, will be considered after this date and time.

The selection process will include:

- a paper-based short-list assessment of candidates' application forms matched against the experience required as set out in the employee specification.
- a virtual assessment centre for those short-listed candidates conducted by an external provider; and
- a final interview, for those candidates short-listed following their performance at the virtual assessment centre, conducted by our Belfast City Council selection panel (which will comprise three elected members).

Recruitment timeframe

Stage	Date
Closing date for applications:	Friday 27 September 2024 at 4pm
Virtual assessment centre:	Monday 14 October 2024 (all day)
Final BCC interviews:	Tuesday 29 October 2024

Interview and assessment dates

The Council will endeavour to adhere to this timetable. Please note it is highly unlikely that the date of the assessment centre and/or the final interviews can be changed and, it will not be possible for alternative arrangements to be made for individual candidates. The Council will of course try to make any reasonable efforts it can to accommodate applicants who are unavailable on the specified dates, but it is under no obligation to do so.

10. Terms and conditions of employment

Job applicant privacy notice

Belfast City Council is the Data Controller under the General Data Protection Regulations (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 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. In some cases, the Council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. 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 to work in the UK etc.

The Council will collect this information in a variety of ways e.g., by application forms, through forms of assessment and/or 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 may 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 will also be shared with external consultants for the purposes of candidate attraction and selection, 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.

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 delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please email us on 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 records@belfastcity.gov.uk

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

Appointment

An appointment to this permanent post will be based strictly on the merit principle by the Council's selection panel comprising at least three elected members, the Chief Executive or Deputy Chief Executive and the Strategic Director of Place and Economy. The name of the person recommended for appointment will be reported to the Council's Strategic Policy and Resources Committee for notation and then ratified by full Council.

Reserve candidates may also be nominated by the selection panel. If so, this reserve status will remain valid for twelve months and should the post become vacant within this twelve-month period it may be offered to the reserve candidate without a further interview.

Should your email address, contact telephone number or address change since you submit your application, you must notify us of this via jobs@belfastcity.gov.uk.

Job details

Job description: please refer to the job description for details of the duties of the post. The person appointed should note that the job description for this post was written at a time of significant organisational and structural change and that it will be subject to review and amendment as the demands of the role and the organisation evolve. The person appointed should therefore note that they 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: please refer to the employee specification for details of the experience required for the post.

Remuneration

The salary will be determined by the Council in line with that determined by the Joint Negotiating Committee for Chief Officers of Local Authorities, currently a four-point scale between SCP 77 to 80 which is currently £97,530 to £107,246 per annum.

In normal circumstances, the appointee will be placed on the first SCP of the four-point scale. The salary will be paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Belfast City Council has adopted a Performance Appraisal Scheme for its Chief Officers. Performance related pay is not part of this Scheme. Performance appraisal reviews will however take place on an annual basis and annual increments will be awarded subject to satisfactory service in post.

Location

The person appointed will be based initially in the 9 Adelaide, 9-21 Adelaide Street, 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).

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 original evidence of their qualifications. 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 the salary 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 Unit.
- (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. Please note that 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 the City Solicitor. 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.

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.

Conditions

The general conditions of service as prescribed from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities and by the Council for its officers shall apply to the appointment. (Please note if you are an applicant with previous local authority service in England, Scotland, Wales etc., you are advised to clarify your 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 general hours of duty are 37 per week; however, the post-holder will be required to attend Council, committee, and other meetings outside these hours. The nature of the post is such that considerable additional hours will be required. No additional remuneration is paid to staff at this level in respect of such working. The position is a full-time permanent post and the person appointed will be required to devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council. They shall not subordinate their duties as a Chief Officer to their private interests or put themselves in a position where their duties and private interests' conflict. The Council has in place a Code of Conduct for Belfast City Council officers.

Annual leave

The person appointed will be entitled to 32 days (236.8 hours) annual leave plus 12 bank or other holidays. Leave entitlement will be increased by three working days to 35 days (259 hours) in the case of officers who have not less than five years' continuous service. The leave year commences on 1 April and new entrants to the service will be entitled to leave proportionate to completed months of service.

Sick leave

This Council's sick leave 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 enrol the person appointed at certain times. 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 post-holder to visit and carry out council duties in areas and locations across the city as and when required. If required to travel for official Council business, the post-holder will be reimbursed at the appropriate mileage rate.

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify a candidate for appointment.

Relocation

If you are currently residing in Great Britain or the Republic of Ireland, and you are appointed to the post, Belfast City Council may be able to assist you with removal and lodging allowances.

Notice

The appointment may be terminated by three calendar months' notice in writing, given by either party to the other; the notice in either case to terminate on the last day of the month.

NB: It is also important for the person appointed to note that, following termination of employment, for whatever reason, the person appointed must agree to refrain from engaging in any role or activity giving rise to a conflict of interest in respect of his or her former employment with the Council. In particular, the person appointed must agree not to impart any confidential or sensitive information to any party such as would prejudice the interests of the Council.

Probationary period

The person appointed will be required to complete a twelve-month probationary period if this is a requirement of the Chief Executive or Council and, during this time, one week's notice will be given by the Council to terminate employment.

Receipt of applications

Completed applications must be submitted by 4pm **on Friday 27 September 2024**. Please note that it is the candidate's responsibility to ensure that their application is submitted and received by this closing date and time.

Applications returned electronically must be submitted as an email attachment. No late applications will be considered after the specified closing date and time, for whatever reason.