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# Job description

**Date:** 10 November 2021

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**Department:** City and Neighbourhood Services

**Post ID number:** NPKFF003

**Section:** Neighbourhood Services – Open Spaces and Streetscene

**Job title:** **Mobile Facilities Attendant**

**Grade:** Grade 2

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## Main purpose of job.

To be responsible to the appropriate officer, to ensure that all sites and associated facilities are maintained and kept to required standards for public use and to appropriately supervise access to these facilities.

To be responsible to the appropriate officer for administering bookings of facilities and for providing information and advice to customers.

To be able to work flexibly across all sites to ensure the necessary high standards of service delivery are achieved.

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## Summary of responsibilities and personal duties

1. To provide a high standard of customer service to all customers.
2. To ensure that all areas in and around the site and associated facilities are kept in a clean and hygienic condition (including litter collections).
3. To act as keyholder, responsible for opening and closing and controlling access to all parts of the building and associated facilities.
4. To monitor and check bookings and ensure that user access to facilities, eg 3G pitches, are in line with bookings taken and to take appropriate remedial action as required.
5. To assist with events as and when required.
6. To carry out the necessary checks to ensure that all users comply with booking regulations as laid down by Belfast City Council.
7. To patrol designated centre car parks in an effort to prevent vandalism to or theft from the vehicles.
8. To maintain records and complete associated paperwork as required by laid down policies and procedures.
9. To receive, record and secure cash in line with the cash handling procedures and issue tickets and equipment as required.
10. To ensure good relations with all user groups including members of the public and respond to requests, provide guidance and deal with any complaints in relation to the site.
11. To drive and be responsible for any allocated vehicle (within the post holder's driving licence category) and adhere to driver daily checks and accident/ incident/ vehicle defect procedures, including the completion of all required documentation.
12. To take all reasonable steps to ensure that sites and associated facilities are properly cared for and that the risk of damage or theft is minimised, reporting any faults or necessary repairs directly to the relevant supervisor (along with information required for the preparation of statements and reports of evidence).
13. To oversee the general safety and behaviour of the public and direct the activities of users to prevent misuse, damage to facilities and equipment and comply with all Health and Safety at Work legislation.
14. To assist as and when required, in the inspection of playgrounds, play equipment, sports surfaces and parks furniture and to undertake minor repairs.

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15. To undertake general and specific cleaning duties, individually or as part of a team, throughout all parts of the complex both internally and externally.
  16. To use all cleaning equipment and chemicals in accordance with guidelines and health and safety regulations.
  17. To be responsible for security/ fire alarms and to make all health and safety checks in accordance with the set down procedures.
  18. To implement the policy and procedures of Belfast City Council, taking appropriate action as required.
  19. 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.
  20. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  21. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  22. 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.**

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# Employee specification

Date: 20 November 2024

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**Department:** City and Neighbourhood Services

**Post ID number:** NPKFF003

**Section:** Neighbourhood Services – Open Spaces and Streetscene

**Job title:** **Mobile Facilities Attendant**

**Grade:** Grade 2

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## Essential criteria

### Driving licence and experience

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

- (a) possess a full, current driving licence which enables them to drive in Northern Ireland, or, have access to a form of transport which will enable them to meet the requirements of the post in full<sup>1</sup>; and
- (b) be able to demonstrate on the application form, by providing personal and specific examples, relevant work experience of each of the following three areas:
  - (i) the operation of facilities, including health and safety procedures, cleaning and maintenance and associated administrative duties;
  - (ii) dealing with members of the public, in person; and
  - (iii) cash handling on behalf of others.

Applicants must be able to demonstrate the following special skills and attributes which may be tested at interview:

**Customer care skills:** the ability to deal effectively with the general public and respond to a variety of customer needs.

**Organisational and work planning skills:** the ability to work on their own initiative.

**Written communication skills:** the ability to complete standard forms clearly and to collate information into simple written reports.

**Decision making skills:** the ability to exercise judgement in the event of incidents and emergencies and any other unexpected events.

**Oral communication skills:** good inter-personal skills with the ability to communicate effectively with members of the public, colleagues and others.

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<sup>1</sup> Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post holder to drive council-owned vehicles as and when required, in order to fulfil the duties of the post, then the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

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**Team working skills:** the ability to be an effective team member, contributing to the success of the team and the achievement of objectives.

**Health and Safety awareness:** an understanding of the importance of personal responsibility and that of the public in relation to health and safety compliance.

## **Short-listing criteria**

In addition to the above driving licence and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, that they have, at least one year's relevant work experience of each of the three areas (b)(i) to (b)(iii) outlined above.

## **Belfast City Council**

### **Terms and conditions of employment**

#### **Mobile Facilities Attendant (part time) (Grade 2)**

#### **Two part-time, temporary posts**

#### **Neighbourhood Services: Open Spaces and Streetscene Section**

#### **City and Neighbourhood Services Department**

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#### **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](mailto: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](mailto: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 are currently two temporary, part-time posts as follows:**

**One in Area North; and  
One in Area East.**

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 will be part-time on a temporary or fixed-term in any of the areas as detailed below under Location.**

If you are offered and you accept a temporary position e.g. a temporary part-time position for 3 months, and another temporary part-time position arises from the same recruitment campaign e.g. for 1 year, regardless of whether or not you are still working in your temporary part-time position, you will not be offered any further temporary part-time position.

However, in certain circumstances, when all relevant applicants on the reserve list for temporary vacancies, full-time or part-time, have been offered opportunities for which they expressed a preference on their application form, and if the timing of the reserve list is still valid and there are still temporary vacancies to fill before the reserve list expires, the council reserves the right to 'revisit' the reserve list in strict order of merit. This is the only time when an individual who has been appointed to a temporary position e.g. a temporary part-time position can be offered another temporary part-time position.

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](mailto:jobs@belfastcity.gov.uk) with your new contact details.

**If applicable, an existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary project/cover/review' post with the right to return to their substantive post at the conclusion of the 'temporary project/cover/review' post. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract into a 'temporary project/cover/review' post but with no automatic right to revert back to their original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a 'temporary project/cover/review' post but with no automatic right to revert back to their original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.**

**These are part-time posts and terms and conditions will be applied on a pro rata basis.**

### **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 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 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 licences etc. at the closing date for applications.

**The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or access to a form of transport which enables them to meet the requirements of the post in full. Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to drive council-owned vehicles, as and when required, in order to fulfil the duties of the post, the 'reasonableness' of this adjustment will be thoroughly assessed prior to any appointment being made.**

### **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 2, SCP 6 to 9, £25,183 - £26,409 per annum (pro-rata hours worked), plus night rate or weekend enhancement, where appropriate (in normal circumstances, the starting salary is the minimum point), paid fortnightly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

**The council reserves the right to transfer the post-holder onto monthly pay by BACS at any stage in the future without payment.**

**Applicants should note that the above salary is based on a 37 hour working week. Payment for this post will be on a pro rata basis that is, the salary will be based only on the contractual number of hours worked (as outlined below under Hours of duty).**

### **Location**

The initial two vacancies are as follows: one in Area East and one in Area North, but the persons appointed will be mobile covering a variety of sites and will be expected to work throughout all areas of the city. A reserve list of successful candidates may be drawn up to last for a maximum of 12 months during which time similar posts may become available in any of the areas listed overleaf.



A list of sites covered by the Mobile Facilities Attendants is detailed below. Please note that these lists of sites are examples of the locations covered and are not exhaustive.

<p><b>Area North Team</b></p> <p>Alexandra Park Avenue          Ballysillan Playing Fields          Belfast Castle          Cavehill Country Park          City of Belfast Golf Course          City of Belfast Playing Fields          Duncrue          Forthriver Parks          Glencairn Park          Grove Playing Fields          Loughside Playing Fields          Waterworks          Woodvale Park</p>	<p><b>Area East Team</b></p> <p>Alderman Tommy Patton Memorial Park          Belmont Park          Blanchflower Playing Fields          Gilnahirk Park          Gortin Park          Orangefield Playing Fields          Ormeau Park          Roselawn          Victoria Park          Cherryvale Playing Fields</p>
<p><b>Area South Team</b></p> <p>Barnett's Demesne          Botanic Gardens          Clement Wilson Park          Lagan Meadows          Sir Thomas and Lady Dixon Park          Wedderburn Park</p>	<p><b>Area West Team</b></p> <p>Dunville Park          Falls Park          Halfmoon Lake          Musgrave Park          Suffolk Playing Fields          Woodlands Playing Fields</p>

**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 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) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (f) Complete a disclosure of family relationships form.
- (g) 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**

For **Area East** the hours of duty are 27.5 per week, worked on the following basis:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Total hours</b>
4.15pm -9.45pm	4.15pm–9.45pm	4.15pm–9.45pm	4.15pm–9.45pm	4.15pm–9.45pm	27.50 Hours

For **Area North** the hours of duty are 25 hours per week, worked on the following basis:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Total hours</b>
4.00pm-9.00pm	4.00pm-9.00pm	4.00pm-9.00pm	4.00pm-9.00pm	4.00pm-9.00pm	25 Hours

**For both posts, a night rate allowance will be paid, where appropriate.**

The persons appointed, when advised, will be required for operational reasons to work outside of these hours 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.

Other posts may arise and be filled from a reserve list on a part time basis and may be in any of the areas as detailed above under Location. These vacancies may comprise of alternative hours of duty and working patterns to those stated above.

### **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

**Sick pay will be paid on a pro rata basis in accordance with the scheme.**

### **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. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) ([www.nilgosc.org.uk](http://www.nilgosc.org.uk)).

### **Travel**

A van may be provided from time to time in order to carry out some of the duties of the post.

### **Uniform**

Uniform clothing will be issued by the relevant department. The wearing of such uniform clothing will be a pre-requisite of appointment and it must only be worn whilst on duty. Only in exceptional circumstances will items be replaced. All items of clothing and other issued equipment will remain the property of the relevant department. Facilities for changing and storage will be available.

### **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:

<b>Continuous service</b>	<b>Period of notice</b>
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

**For temporary project/cover/review posts, it is usual to give one week's notice to terminate these temporary arrangements and, if applicable, your statutory notice period which relates to your substantive post with the council remain unchanged.**

### **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](mailto:jobs@belfastcity.gov.uk) by **4pm on Monday, 9 December 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](mailto: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 **Wednesday, 11 December 2024.**

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 **Wednesday, 18 December, Thursday, 19 December and, or Friday, 20 December 2024.**

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**

### **Terms of engagement for casual workers**

#### **Casual Mobile Facilities Attendant (Grade 2)**

#### **Neighbourhood Services: Open Spaces and Streetscene Section**

#### **City and Neighbourhood Services Department**

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#### **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 casual work 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](mailto: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](mailto:dataprotection@belfastcity.gov.uk).

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

### **Appointment**

The recommendation for casual work will be made by the selection panel, but subject to ratification by the director of the relevant department.

The relationship between the council and the casual worker shall not give rise to a contract of employment with Belfast City Council.

The Neighbourhood Services: Open Spaces and Streetscene Section may offer work where it is available however there is no obligation either on the section to offer work or on the individual to accept any work that might be offered. Allocation of work is entirely at the council's discretion. If successful, your name will be on a register of individuals who agree in principle to carry out the work as detailed in the job description.

Should your contact email address, 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](mailto: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 licences, experience, etc. which are required for the post. Should a candidate be recommended for casual work, they will be required to produce official original proof of any licences etc. they relied upon to support their application. Please also be advised that a candidate must provide evidence to demonstrate that they were in possession of such licences etc. at the closing date for applications.

**The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, access to a form of transport which enables them to meet the requirements of the post in full. Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to drive council-owned vehicles, as and when required, in order to fulfil the duties of the post, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.**

### **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 2, SCP 6, £13.05 per hour, plus an additional 12.07% to compensate for untaken annual leave entitlement, paid fortnightly by direct

payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

**The council reserves the right to transfer the casual worker onto monthly pay by BACS at any stage in the future without payment.**

**Location**

The casual worker will be initially based in any of the areas in which they are prepared to work (as indicated on their application form), but the casual worker will be mobile covering a variety of sites and will be expected to work throughout all areas of the city.

A list of sites covered by the casual Mobile Facilities Attendants is detailed below. Please note that these lists of sites are examples of the locations covered and are not exhaustive.

<p><b>Area North Team</b></p> <p>Alexandra Park Avenue          Ballysillan Playing Fields          Belfast Castle          Cavehill Country Park          City of Belfast Golf Course          City of Belfast Playing Fields          Duncrue          Forthriver Parks          Glencairn Park          Grove Playing Fields          Loughside Playing Fields          Waterworks          Woodvale Park</p>	<p><b>Area East Team</b></p> <p>Alderman Tommy Patton Memorial Park          Belmont Park          Blanchflower Playing Fields          Gilnahirk Park          Gortin Park          Orangefield Playing Fields          Ormeau Park          Roselawn          Victoria Park          Cherryvale Playing Fields</p>
<p><b>Area South Team</b></p> <p>Barnett's Demesne          Botanic Gardens          Clement Wilson Park          Lagan Meadows          Sir Thomas and Lady Dixon Park          Wedderburn Park</p>	<p><b>Area West Team</b></p> <p>Dunville Park          Falls Park          Halfmoon Lake          Musgrave Park          Suffolk Playing Fields          Woodlands Playing Fields</p>

**Pre-engagement checks**

Prior to taking up duty the casual worker must:

- (a) Enter into an agreement which sets out the main terms of engagement.
- (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 driving licence (both parts), as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of it at the closing date for applications.
- (d) Provide details of the bank or building society account to which their pay will be lodged.
- (e) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (f) Complete a disclosure of family relationships form.
- (g) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for casual work 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 casual worker acquires a conviction throughout the course of their engagement 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 of engagement and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.**

Engagement may also be subject to the council receiving suitable satisfactory references for candidates. If a candidate is recommended for casual work and suitable satisfactory references are not received, they will not be offered work.

Please note that if a candidate is recommended for casual work they must complete the checks, outlined above, within 10 working days or consideration may be given to withdrawing the offer of casual work.

### **Council policies**

The casual worker 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 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.

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

### **Service and hours of duty**

The hours of duty will be on an 'on call' basis depending on the operational requirements of the sites and associated facilities under the control of Neighbourhood Services: Open Spaces and Streetscene Section (as detailed above under Location).

The Neighbourhood Services: Open Spaces and Street scene Section may offer work where it is available however there is no obligation either on the section to offer work or on the individual to accept any work that might be offered. Allocation of work is entirely at the council's discretion. The work concerned may be any of the duties outlined in the job description or a mix of duties during any period of engagement.

As an individual who provides an 'on call service', you may not only decline to accept work offered but also indicate the days and times when you will and will not be available to work. When you are offered work, you will be given as much notice as operationally possible to enable you to

accept such work. In the same way, it is expected that you will give as much notice as possible if you are no longer able to accept the work offered.

Your name will be on a register of individuals who agree in principal to carry out occasional casual services. You will be invited and may agree to accept such work. Each time you agree to carry out the duties, it will be regarded as a separate engagement. These engagements are terminable without notice from either party.

You will be paid only for the hours actually worked. No payment will be made to any individual providing this service should the work be cancelled to which you had been invited and had accepted work.

### **Annual leave**

As a casual worker you will be entitled to 28 days leave per annum pro-rata based on actual hours worked. An additional percentage of 12.07% will be paid on top of the hourly rate to compensate for not taking the leave entitlement. The casual worker is required to provide 4 weeks' notice in writing if they wish to revert to taking the leave rather than receiving the additional percentage payment. If the casual worker decides to revert to take their entitlement to leave, this entitlement will be calculated, on a quarterly basis in arrears, based on actual hours worked in the previous quarter.

The leave year commences on 1 April and leave entitlement during the first year of service will be calculated based on completed months of service.

### **Sick leave**

There is no entitlement to sick pay.

### **Superannuation**

The casual worker can opt in voluntarily to become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI). However, casual workers will initially receive a notice of postponement in line with automatic enrolment provisions which means that you may be considered eligible under scheme regulations at a later date. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) ([www.nilgosc.org.uk](http://www.nilgosc.org.uk)).

### **Canvassing**

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

### **Interview expenses**

Reimbursement of interview expenses is not available.

### **Receipt of applications**

Completed applications must be received by [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by **4pm on Monday, 9 December 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](mailto: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 **Wednesday, 11 December 2024.**

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 Wednesday, 18 December, Thursday, 19 December and or Friday, 20 December 2024.**

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:

### Mobile Facilities Attendant (Grade 2)

(There are currently two temporary, part time posts, one until 30 June 2025, subject to review, and one until 30 September 2025, subject to review. Other temporary and fixed term part-time posts may be filled from a reserve list. Casual work is also available.)

Neighbourhood Services: Open Spaces and Street scene Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

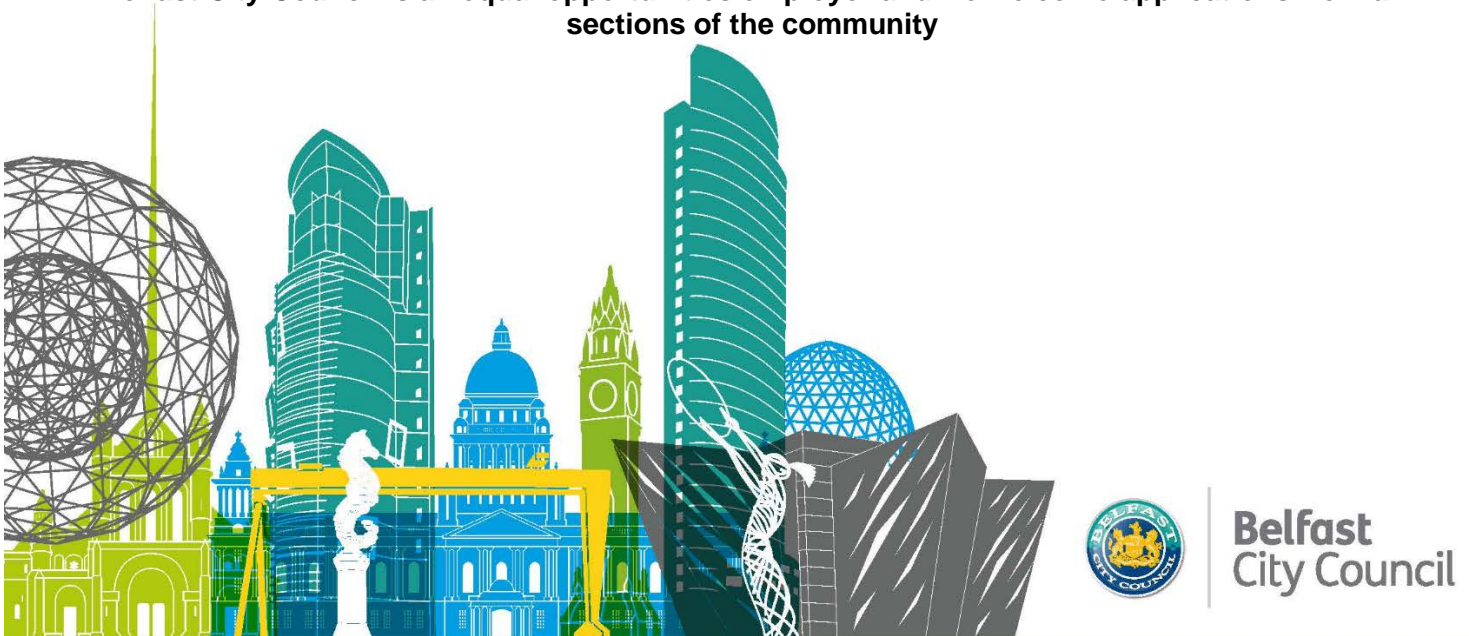
The closing date for applications is **4pm on Monday, 9 December 2024.**

Completed application forms should be emailed to [jobs@belfastcity.gov.uk](mailto: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](mailto: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](mailto: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](mailto: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**

**There are initially two permanent, part-time posts as follows:**

**One in Area East and one in Area North.**

**Casual work is also available.**

**Please see the terms and conditions for this job for the hours of duty and working patterns of the immediate vacancies.**

Belfast City Council also intends to create a reserve list of applicants from this recruitment campaign, in strict order of merit based on performance at interview, from which further vacancies will be filled when they become available. It is anticipated that this list will last for 12 months or until it is exhausted, whichever is the sooner. Posts which become vacant within this time may be offered to those on the reserve list, in order of merit, without further interview. These vacancies may comprise of alternative hours of duty and working patterns to those stated in the terms and conditions.

**These posts will be part-time on a temporary or fixed term basis.**

Please indicate below whether you would be interested in a temporary (including fixed term) post and, or casual work.

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

**Contract type:**

**Temporary (including fixed term)**

**Casual work**

You can apply for all positions and, if appointed to the reserve list, you will be considered for temporary (including fixed term) vacancies and casual work.

Candidates who accept an offer of temporary or fixed term, part-time employment, will not be considered for other temporary or fixed term, part-time positions, regardless of preferred hours of duty or location.

**\*Please see the separate terms of engagement for casual workers for further details about the operational arrangements for this type of work.**

## Areas

The **initial two vacancies** are as follows: **one** in **Area East**; and **one** in **Area North** but the persons appointed will be mobile covering a variety of sites and will be expected to work throughout all areas of the city. A reserve list of successful candidates may be drawn up to last for a maximum of 12 months during which time similar temporary or fixed term part-time posts may become available in any of the areas detailed below.

Lists of sites within the areas covered by the Mobile Facilities Attendants are detailed below. Please note that these lists of sites are examples of the locations covered and are not exhaustive.

In the boxes provided, please indicate the area(s) in which you would be prepared to work.

**Please note candidates will only be offered vacancies in the areas which they have expressed an interest in working in.**

**Area:**

**Preference:**

**Area East:**

Alderman Tommy Patton Memorial Park; Belmont Park; Blanchflower Playing Fields; Gilnahirk Park; Gortin Park; Orangefield Playing Fields; Ormeau Park; Roselawn; Victoria Park, Cherryvale Playing Fields

**Area South:**

Barnett's Demesne; Botanic Gardens; Clement Wilson Park; Lagan Meadows; Sir Thomas and Lady Dixon Park; Wedderburn Park

**Area West:**

Dunville Park; Falls Park; Halfmoon Lake; Musgrave Park; Suffolk Playing Fields; Woodlands Playing Fields

**Area North:**

Alexandra Park Avenue; Ballysillan Playing Fields; Belfast Castle; Cavehill Country Park; City of Belfast Golf Course; City of Belfast Playing Fields; Duncrue; Forthriver Parks; Glencairn Park Grove Playing Fields; Loughside Playing Fields; Waterworks; Woodvale Park

**Please note choice of area will be offered to candidates in order of merit based on performance at interview. Whilst the council will endeavour to place successful candidates in their preferred area, we cannot guarantee that this will be possible.**

**Signed:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**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: Employment history**

**4.**

(a) 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:

(b) 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, access, to a form of transport which enables you to meet the requirements of the post in full?\*

**\*Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence.**

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. (bi) to (biii), 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:

- (a) possess a full, current driving licence which enables them to drive in Northern Ireland, or, have access to a form of transport which will enable them to meet the requirements of the post in full<sup>1</sup>; and
- (b) be able to demonstrate on the application form, by providing personal and specific examples, relevant work experience of each of the following three areas:
  - (i) the operation of facilities, including health and safety procedures, cleaning and maintenance and associated administrative duties;
  - (ii) dealing with members of the public, in person; and
  - (iii) cash handling on behalf of others.

#### Short-listing criterion

In addition to the above driving licence and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, at least **one year's** relevant work experience of each of the three areas (b)(i) to (b)(iii) outlined above.

**In boxes (b)(i) – (b)(iii), please provide the following detail:**

**(b)(i)** 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 types of facilities you have experience of operating; your responsibilities in relation to these facilities; the health and safety procedures that you are aware of; how you ensure your own safety, and safety of your fellow workers and members of the public; your understanding of health and safety legislation and requirements; the cleaning and maintenance work you have undertaken; the types and levels of administrative duties you have carried out, etc.

**(b)(ii)** 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 how often you have dealt with members of the public; in what capacity; the type of dealings you have had; any issues which you encountered; how you have effectively dealt with these issues, etc.

**(b)(iii)** 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 relevant experience in this area, whether in a working environment or/as a volunteer/carer, including details of whose cash you have been responsible for handling; what this involved; what the cash was used for; how you dealt with any petty cash you were responsible for, etc.

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<sup>1</sup> Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post holder to drive council-owned vehicles, as and when required, in order to fulfil the duties of the post then the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

**(b)**  
**(i)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have relevant experience of operating of facilities, including the health and safety procedures, cleaning and maintenance and associated administrative duties.

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

Continuation sheets must not be used

**(b)**  
**(ii)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have relevant experience of dealing with members of the public, in person.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least one year's relevant work experience in this area)**

Continuation sheets must not be used

**(b)**  
**(iii)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have relevant experience of cash handling on behalf of others.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least one year's relevant work experience in this area)**

Continuation sheets must not be used

**Section 4: Other information**

6. Notice required to terminate present position:

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: 0000002888/

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: