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# Job description

**Date:** 2 November 2021

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**Department:** Human Resources

**Post number:** 2043 was 1185

**Job title:** **Senior Human Resources Advisor (Employee Relations)**

**Grade:** Grade 9

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## Main purpose of job

To contribute to the development of policies, strategies and plans of an employee relations nature both with human resources and across the council, working to meet corporate objectives and values, working with management teams and corporate working groups as required, recommending strategic approaches or options based on research and appraisal.

To ensure employee relations policies are implemented, operated, and monitored, in compliance with relevant legislation and codes of practice.

To provide advice and leadership on employee relations matters including discipline and grievances; capability; attendance management; council terms and conditions; redundancy, and the employee relations elements of service design.

To undertake and lead final stage investigations and hearings in relation to disciplinary, grievance, capability, attendance management and equal opportunity matters for user departments.

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## Summary of responsibilities and personal duties

1. Represent other more senior human resources staff in their absence and represent the unit/section as requested.
2. Represent the Principal Human Resources Advisor (Employee Relations), within the postholders sphere of responsibility, as and when required.
3. Assist with the development, implementation and evaluation of policies, strategies, guidance and plans of an employee relations nature across the council, working to meet corporate objectives and values, working with management teams and corporate working groups as required.
4. Assist in researching, drafting, and implementing employee relations policies and procedures and to ensure that these operate in accordance with relevant legislation, and codes of practice.
5. Develop protocols, guidance notes and updates to ensure the effective implementation of employee relations policies and procedures in user departments.
6. Provide advice, support and training on employee relations issues to user departments.
7. Advise on terms and conditions and issue verbal and written guidance to user departments as necessary.
8. Provide advice to user departments on the implementation of the employee relations elements of service design.
9. Undertake and lead investigations, for example, discipline, grievance and other such issues as directed.
10. Act, as directed, as the human resources representative on decision-making panels such as final stage disciplinary and absence panels, and Internal Appeals Boards.
11. Coordinate, attend, provide secretarial support and participate in consultative meetings with management and trade unions, and in particular to assist with consultation in relation to changes in council policy, procedures and guidelines or on the implementation of such changes through any forum established (e.g., Joint Negotiation and Consultation Committee (JNCC)).
12. Maintain an up-to-date knowledge of legislation and regulations affecting employee relations, equal opportunities matters and of human resources management good practice, and to advise senior managers accordingly.
13. Contribute to the development, implementation, and monitoring of the employee relations unit action plan.
14. Assist with the analysis of statistical data and the preparation of reports and to develop databases, systems relating to employee relations matters.
15. Liaise with relevant statutory agencies and external organisations.

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16. Ensure the accurate collation of relevant FOI and SAR responses, and statutory returns.
  17. Contribute to and lead on work on project teams, consultative groups or other bodies as required.
  18. Help foster and promote a good and harmonious working environment and an equality culture where diversity is recognised and respected and everyone is treated with dignity in the workplace.
  19. Motivate and manage any staff, that may be assigned, to the post holder from time to time to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
  20. 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.
  21. Participate as directed in the council's recruitment and selection procedures.
  22. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  23. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  24. 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:** 26 September 2024

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**Department:** Human Resources

**Post number:** 2043 was 1185

**Job title:** **Senior HR Advisor (Employee Relations)**

**Grade:** Grade 9

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## Essential criteria

Applicants **must**, as at the closing date for receipt of application forms, and throughout the selection process, be current Belfast City Council employees or be current Belfast City Council agency assignees.

## Qualifications and experience

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

- have a third level qualification in a relevant subject, such as human resources, business studies, or equivalent qualification, **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following areas;
- **or**, be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the following areas:
  - (a) managing the effective implementation of employee relations policies, protocols or initiatives, in line with statutory requirements and best practice;
  - (b) providing expert advice and support on a range of employee relations matters to senior managers, customers and stakeholders for example, attendance management, discipline, grievance, terms and conditions of employment; and
  - (c) working with trade unions on sensitive, complex employee relations matters.

## Special skills and attributes

Applicants must possess the following skills and attributes which will be tested at interview:

**Technical knowledge:** a strong, detailed current knowledge of relevant employment legislation and best practice in employee relations matters. The ability to develop and deliver employee relations policies and strategies and ensure continuous improvement and innovation in HR services. A clear understanding of equality principles and the ability to apply them when delivering services.

**Team leadership skills:** the ability to lead and motivate team members and build and develop high levels of communication and cooperation in order to achieve objectives. The ability to ensure the effective development of people, resolution of underperformance issues and succession planning.

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**Communication and influencing skills:** the ability to draft reports, letters, memorandum and advisory communications on employee relations issues and to address groups and meetings clearly and effectively whilst listening to and addressing responses authoritatively. The ability to build rapport and maintain the engagement and commitment of others, including staff, trade unions and senior management, to secure support in the delivery of employee relations services.

**Work planning and organisational skills:** the ability to determine priorities and resource requirements, plan and manage demanding workload on the basis of available resources to ensure a constant flow of work and to work to tight deadlines to ensure effective service delivery.

**Partnership working skills:** the ability to manage customer relations with flexibility, tact and sensitivity while supporting organisational change and dealing with resistance. The ability to broker collaborative relationships with key stakeholders to achieve customer objectives and targets.

**Analytical and decision-making skills:** the ability to analyse complex employee relations issues, interpret appropriate legislation, case law and views of others and exercise critical judgement in arriving at practical solutions and communicate findings clearly.

**Political sensitivity skills:** the ability to show awareness and sensitivity in managing complex employee relations matters successfully within a political environment including working effectively with elected members, trade unions and external organisations.

### **Short-listing criterion**

In addition to the above qualification and, or experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, have a Chartered Institute of Personnel and Development (CIPD) Post-Graduate Diploma in Personnel and Development, or an equivalent qualification **and** are full, current professional members of the CIPD, i.e. Associate, Chartered Member or Chartered Fellow.

## **Belfast City Council**

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

#### **Senior Human Resources Advisor (Employee Relations) (Grade 9) 'Temporary cover' post until 31 March 2025, subject to review**

#### **Human Resources 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 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.

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 number or your address change after having 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.

**This is a 'temporary cover' post until 31 March 2025, subject to review.** An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary cover' post with the right to return to their substantive post at the conclusion of the 'temporary cover' 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 cover' 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 cover' 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.

For internally trawled permanent or temporary project/cover/review posts, candidates must remain current employees or agency assignees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees or agency assignees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process; even if they were an employee or agency assignee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees or agency assignees as at the point in time that a vacancy arises. Candidates

who are no longer Belfast City Council employees or agency assignees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

### **Job details**

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

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

### **Remuneration**

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Grade 9, SCP 37 to 40, £45,441 - £48,474 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

### **Location**

The person appointed will be based initially in 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). No temporary national insurance numbers can be accepted.Individuals who do are unable to provide evidence of their right to work and reside in the UK via either of the methods above, must inform the council and a list of any official alternative documentation will be made available to them.
- (c) Produce official evidence of their qualifications, membership of a professional body, as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which their salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete a disclosure of family relationships form.
- (h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

**If the person appointed acquires a conviction throughout the course of their employment with Belfast City Council, they must bring this to the attention of their line manager/departmental HR representative. Failure to comply with this request can result**



**in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.**

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

### **Council policies**

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

### **Conditions**

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

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

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

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

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

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

### **Annual leave**

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

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

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

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

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

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory

holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

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

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

### **Sick leave**

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

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

### **Superannuation**

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

**It is usual to give one week's notice to terminate this 'temporary cover' post arrangement. Your statutory notice periods which relate 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 Thursday, 10 October 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 **Tuesday, 15 October 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, 23 October 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:

**Senior Human Resources Advisor (Employee Relations) (Grade 9)**  
**'Temporary cover' post until 31 March 2025, subject to review**  
**(Applicants must be current Belfast City Council employees or agency assignees as at**  
**Thursday, 10 October 2024 and throughout the selection process)**

**Human Resources Department**

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 10 October 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**



**Section 1: Personal details**

Are you currently employed by or an agency assignee of Belfast City Council

**(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below])?**

Yes  No

Are you a current casual worker with Belfast City Council?

**(Please note: casual workers are ineligible for this post.)**

Yes  No

**1. Your details**

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

**3. Other information**

National insurance number:

I certify that the information that I have supplied in this form is correct and I 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:

**Section 2: Qualifications and current position held**

**4. Qualifications**

- (a) Details of qualifications obtained (please refer to employee specification):  
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.  
**If applicable, applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as human resources, business studies, or an equivalent qualification.**  
**In addition, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, have a Chartered Institute of Personnel and Development (CIPD) Post-Graduate Diploma in Personnel and Development or equivalent qualification.**  
**Please detail your relevant qualifications below:**

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

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

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

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

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- (c) **Current membership of professional bodies:**  
**Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, are current, full professional members of the Chartered Institute of Personnel and Development, i.e., Associate, Chartered Member or Chartered Fellow.**  
**Please detail your relevant membership below:**

Title of professional body	Type / grade of membership	Membership number	Date of expiry

(d) **Current position held:**

Current Job Title:	Grade:	Date appointed:

**Section 3: Experience**

**5.**  
**You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, 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, either:

- have a third level qualification in a relevant subject, such as human resources, business studies, or equivalent qualification, **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following areas;
- **or**, be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the following areas:
  - (a) managing the effective implementation of employee relations policies, protocols or initiatives, in line with statutory requirements and best practice;
  - (b) providing expert advice and support on a range of employee relations matters to senior managers, customers and stakeholders for example, attendance management, discipline, grievance, terms and conditions of employment; and
  - (c) working with trade unions on sensitive, complex employee relations matters.

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

- (a) 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 employee relations policies, protocols or initiatives that you have managed the implementation of; outline the steps that you took to develop, implement and manage these and the specific outcomes; how you ensured these were in line with statutory requirements and best practice, etc.
- (b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the expert advice and support you have provided; the range of employee relations matters that this advice and support related to; the senior managers, customers and stakeholders you provided this advice and guidance to; how your advice and support were used and any outcomes; the organisation in which you gained this experience, etc.
- (c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the trade unions that you have experience of working with; the range of sensitive and complex employee relations matters that you worked with them on; how these matters were complex and sensitive; your approach to dealing with trade unions on employee relations matters including the specific outcomes; the organisation in which you gained this experience, etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either one year's or two years' (as outlined in the Employee Specification) relevant experience of managing the effective implementation of employee relations policies, protocols or initiatives, in line with statutory requirements and best practice.

Continuation sheets must not be used



**(b)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either one year's or two years' (as outlined in the Employee Specification) relevant experience of providing expert advice and support on a range of employee relations matters to senior managers, customers and stakeholders for example, attendance management, discipline, grievance, terms and conditions of employment.

Continuation sheets must not be used

(c)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either one year's or two years' (as outlined in the Employee Specification) relevant experience of working with trade unions on sensitive, complex employee relations matters,

Continuation sheets must not be used

**Equal opportunity monitoring form**

HR Reference number: 0000002817 /

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

**Official use only:**Dob Gender Identity Status Ethnic origin Please state your nationality or citizenship (for example, British, Irish, Polish): 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:

**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

**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:

**Official use only:**

Dependants

**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