
Job description

Date: 10 July 2024

Department: Place and Economy

Post number: 2196

Section: Economic Development

Job title: **Employability and Skills Officer**

Grade: Grade 8

Main purpose of job

Reporting to the Employability and Skills Manager, the post will be responsible for:

Initiating, leading and managing programmes of work identified within the Employability and Skills Framework and the Belfast Agenda, in order to address economic inactivity, increase skills levels and deliver positive employment outcomes.

Identifying, scoping and developing employability and skills propositions which support the development and growth of the city and the economy, and which contribute to the ongoing delivery of the council's strategic priorities and the Belfast Agenda.

Developing and maintaining effective partnerships with other key organisations in the public, private and VCSE sectors to ensure a strategic, sustained and coordinated approach to employability and skills in the city.

Working across the council and with external partners to shape and deliver on key aspects of the council's inclusive growth agenda.

Summary of responsibilities and personal duties

1. Contribute to the design, development and implementation of the Employability and Skills Framework and other relevant strategies, taking account of wider departmental and corporate objectives, including the ongoing delivery of the Belfast Agenda and the Belfast Region City Deal.
2. Initiate, develop and manage programmes of work in line with the Employability and Skills Framework and Labour Market Partnership Plans, in order to create employment opportunities, improve skills development and maximise opportunities to achieve positive employment outcomes.
3. Undertake relevant procurement exercises including development of specifications, management of pre-market engagement activity and advising on appropriate financial arrangements to ensure effective delivery while meeting funder requirements.
4. Undertake “market-making” by brokering and developing partnerships with key employers and representative bodies in order to identify employability challenges and co-design solutions that support inclusive growth commitments.
5. Initiate, develop and deliver targeted interventions to address corporate and city challenges in the field of employability and skills, working closely with partners across the public, private and VCSE sectors to ensure added value and avoid duplication.
6. Lead on stakeholder engagement activity within respective work areas, securing the commitment of employability and skills providers to ensure a cohesive, coordinated approach to provision and to drive consistent quality standards across the sector.
7. Identify and pursue opportunities to work collaboratively with other Employability and Skills Officers and with colleagues across the Department and wider organisation in order to maximise the council’s contribution to employability and skills and inclusive growth in the city and wider city region.
8. Ensure effective contract management of all programmes of work including performance management, financial management and risk management, working closely with third party delivery organisations to ensure delivery in line with funder requirements and agreed outcomes.
9. Provide advisory input into relevant corporate activities and work areas in order to ensure that employability and skills ambitions are appropriately referenced and that opportunities for funding and leverage are maximised.
10. Initiate, develop and cultivate local, national and international partnerships to share experience and best practice, develop relationships and exploit opportunities for the economic development of the Belfast City Council area.
11. Ensure adherence with agreed quality standards by implementing programme-level evaluation reviews and developing quality improvement plans across respective work areas.
12. Commission and carry out research which will track, monitor and evaluate the performance of the economy and will assist in the identification of appropriate mechanisms and initiatives to address the key employability and skills challenges in the city.

-
13. Draft reports, corporate briefings, policy responses and speeches for council members and officers and prepare committee reports.
 14. Work with the Marketing and Communications team to develop and manage appropriate forms of communication in order to promote the work of the team including website, promotional materials, newsletters and press briefings.
 15. Identify and optimise all opportunities to leverage external and match funding, to support the delivery of the employability and skills work programme and undertake the necessary applications and business cases required to access these resources.
 16. Represent Belfast City Council on all appropriate partnerships, strategic groups and advisory committees as required.
 17. Represent the Employability and Skills Manager as required.
 18. Organise events, conferences, exhibitions, visit programmes and other promotional activities.
 19. Motivate and manage all allocated staff that may be assigned to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
 20. Participate as directed in the council's recruitment and selection procedures.
 21. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 22. Participate in 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 procedures as appropriate.
 23. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 24. Undertake such relevant duties as may from time to time be required.

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

Employee specification

Date: 10 July 2024

Department: Place and Economy

Post number: 2196

Section: Economic Development

Job title: **Employability and Skills Officer**

Grade: Grade 8

Essential criteria

Qualifications and experience

- a) Applicants **must**, as at the closing date for receipt of application forms, either:
- have a third level qualification in a relevant subject such as education, careers guidance, business studies, management, human resource management or an equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, that they have at least one year's relevant experience of working on economic development, employability or skills development issues. This must include one year's relevant experience in at least two of the following three areas:
- or**
- be able to demonstrate on the application form, by providing personal and specific examples that they have at least two years' relevant experience of working on economic development, employability or skills development issues. This must include two years' relevant experience in at least two of the following three areas:
- (b) developing, monitoring and managing the successful delivery of projects to address specific employment or skills challenges including project and financial management;
 - (c) proactively engaging with stakeholders such as employers or providers to co-design interventions directly linked to employment opportunities or skills development; and, or
 - (d) developing and leading partnerships with external organisations or in project teams to successfully deliver projects and to meet identified employability priorities.

Special skills and attributes

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

Communication skills: the ability to prepare briefings and presentations and write clear analytical reports and the ability to make presentations, deliver workshops and influence and persuade a range of audiences on complex issues.

Project management skills: good organisational skills with the ability to initiate, develop, manage and monitor complex projects and to oversee effective delivery by third party organisations.

Partnership working skills: the ability to establish good working relationships and work in partnership with a wide range of stakeholders across different sectors to develop and deliver a shared agenda to meet common objectives.

Analysis and decision-making skills: the ability to produce and implement new ideas and innovative solutions and the ability to make decisions which will contribute to enhanced project delivery.

Technical knowledge: knowledge of local and wider economic issues with recognition of key economic challenges and drivers in the city and identification of both the strategic and operational role for local government in addressing these.

Resource management skills: the ability to manage and monitor project budgets and associated project resources.

Team-working skills: the ability to work within a small team to ensure the delivery of agreed work objectives.

Political sensitivity skills: the ability to treat confidential matters with the appropriate discretion and the ability to work with elected representatives with an appreciation of the sensitivities of working in a political environment.

Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications:

- in the first instance, can demonstrate either a relevant third level qualification and one year's relevant experience or two years' relevant experience (as outlined above) in each of the aforementioned three areas (b – d); and
- in the second instance, can demonstrate either a relevant third level qualification and two years' relevant experience or three years' relevant experience (as outlined above) in each of the aforementioned three areas (b – d).

Belfast City Council

Terms and conditions of employment

Employability and Skills Officer (Grade 8)

There are currently two temporary posts, one until 31 March 2025 subject to review and one 29 April 2026, subject to review

Economic Development Section

Place and Economy Department

Job applicant privacy notice

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

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

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

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

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

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

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

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

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

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

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

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

Appointment

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

There are two temporary, full-time posts until 31 March 2025 and 29 April 2026, all 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.

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

Job details

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

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

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale Grade 8, SCP 34 to 37, £42,403 - £45,441 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) If applicable, produce official evidence of their qualifications 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.

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

Service and hours of duty

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

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

Annual leave

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

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

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

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

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

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

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

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

Sick leave

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

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

Superannuation

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

Canvassing

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

Notice

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

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

Continuous service	Period of notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more	Not less than 12 weeks

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 by **4pm on Monday 12 August 2024**.

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

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

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Monday 19 August 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 **Tuesday 27 and, or Wednesday 29 August 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:

Employability and Skills Officer (Grade 8)

(There are currently two temporary full-time posts, one until 31 March 2025 subject to review and one to 29 April 2026, subject to review)

Economic Development Section

Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday 12 August 2024**.

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

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

If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please email jobs@belfastcity.gov.uk

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



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

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

These posts may be either working full-time or part-time hours.

Please indicate below whether you would be interested in a post working full-time or part-time hours by ticking the appropriate box.

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

Hours of work:

Full-time

Part-time / Job share

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

If you apply for all positions, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

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

Section 1: Personal details

Are you currently employed by 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 employment history

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
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 education, careers guidance, business studies, management, human resource management or an equivalent qualification.
Please detail your relevant qualifications below:

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

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

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

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

--

Employment history

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

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

(d) Details of previous employment and positions held:

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

Section 3: Experience

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

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

Essential criteria

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

- have a third level qualification in a relevant subject such as education, careers guidance, business studies, management, human resource management or an equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, that they have at least one year's relevant experience of working on economic development, employability or skills development issues. This must include one year's relevant experience in at least two of the following three areas:

or

- be able to demonstrate on the application form, by providing personal and specific examples that they have at least two years' relevant experience of working on economic development, employability or skills development issues. This must include two years' relevant experience in at least two of the following three areas:

- (b) developing, monitoring and managing the successful delivery of projects to address specific employment or skills challenges including project and financial management;
- (c) proactively engaging with stakeholders such as employers or providers to co-design interventions directly linked to employment opportunities or skills development; and, or
- (d) developing and leading partnerships with external organisations or in project teams to successfully deliver projects and to meet identified employability priorities.

Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications:

- in the first instance, can demonstrate either a relevant third level qualification and one year's relevant experience or two years' relevant experience (as outlined above) in each of the aforementioned three areas (b – d); and
- in the second instance, can demonstrate either a relevant third level qualification and two years' relevant experience or three years' relevant experience (as outlined above) in each of the aforementioned three areas (b – d).

In boxes a), b), c) and d), 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 economic development, employability or skills development issues you have worked on, your specific role, any outcomes, 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 employability or skills projects you have developed, monitored and managed to successful delivery; how these employability or skills projects addressed specific challenges; any outcomes; how you project managed these employability or skills projects including steps you took; how you managed the finances for employability projects, 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 employability or skills interventions that you have co-designed; the range of stakeholders you co-designed them with; how you proactively engaged

these stakeholders; the steps you took to co-design these interventions; how these interventions linked directly to employment opportunities or skills development for participants; the outcomes these interventions achieved, etc.

- (d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the partnerships that you have developed and led; the external organisations that you worked in partnership with; the project teams that you worked in partnership with; the successful projects that you delivered; the identified employability priorities you achieved with these partnerships or project teams; any outcomes, etc.

(a)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of working on economic development, employability or skills development issues.

Continuation sheets must not be used

(b)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of developing, monitoring and managing the successful delivery of projects to address specific employment or skills challenges including project and financial management.

Continuation sheets must not be used

(c)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of proactively engaging with stakeholders such as employers or providers to co-design interventions directly linked to employment opportunities or skills development.

Continuation sheets must not be used

(d)

Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of developing and leading partnerships with external organisations or in project teams to successfully deliver projects and to meet identified employability priorities.

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

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

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

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

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

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

Signed:

Date:

Equal opportunity monitoring form

HR Reference number: 0000002632/

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

Other, please state where: