
Job description

Date: 24 January 2024

Department: City and Neighbourhood Services

Post number: EPOPO010

Section: City Services

Job title: **Senior Environmental Health Officer**

Grade: Grade 9

Main purpose of job

Responsible to the City Protection Manager through the appropriate manager for the improvement of the health and quality of life of people in Belfast through the efficient and effective application of professional skills and work practices in the areas of work allocated to the postholder.

Supervise and support the work of professional and technical staff in the area of work to which the postholder is currently assigned through the provision of guidance and advice on relevant technical and enforcement issues.

Assist the appropriate manager in the day-to-day supervision of professional and technical staff within the unit/team and ensure that all duties and tasks assigned are performed in accordance with specified time and quality targets.

Make an effective contribution to the development and achievement of the service and unit business plans and objectives.

Summary of responsibilities and personal duties

1. Directly supervise all allocated operational professional and technical staff including the provision of advice, support, training and guidance and ensure the necessary high standards of service delivery are maintained.
2. Support and assist the appropriate manager in the supervision of staff to include assisting with new staff inductions, delivering training; organising and allocating work; reviewing the quality and progress of work and identifying corrective actions; managing service cover arrangements, leave requests, and time and attendance/absences.
3. To carry out the full range of enforcement, investigative, educational, and advisory duties associated with the responsibilities of any area of work to which the postholder is assigned, in accordance with the relevant work programmes and as required by the appropriate manager.
4. Contribute to the achievement of council and departmental objectives and participate in departmental and council-wide project teams as directed by the appropriate manager.
5. Proactively liaise with and work in partnership with other organisations (public, private, voluntary and community) to enhance the achievement of council, departmental, service and unit objectives.
6. Carry out project work as directed by the appropriate manager.
7. Participate in internal and external communication activities, including media engagements, as required.
8. Be responsible for organising personal daily work demands to ensure that all relevant agreed targets are achieved to ensure that a quality, customer focused city protection service is delivered.
9. Compile and provide such reports, records, statistical information, and responses to consultations by internal and external bodies as requested by the appropriate manager.
10. Formulate, develop and review procedures and guidance notes for use by other staff and for the effective delivery of services.
11. Keep up to date and informed of all new developments within the area of work to which the postholder is currently assigned.
12. Proactively make suggestions for the improvement of work practices and services provided.
13. Assist in ensuring the ongoing compliance with Health and Safety legislation and operational best practice and that all relevant assessments and records are

maintained, and that any incidents, accidents or health and safety issues are reported to the appropriate manager.

14. Assist the appropriate manager in providing oversight and guidance for dealing with and responding to Freedom of Information requests, Environmental Information Requests, and Data subject access requests as required.
15. Liaise with elected representatives and respond to enquiries and requests relating to the postholder's area of work as required.
16. Represent the appropriate manager, as and when required, within the postholders sphere of responsibility.
17. Participate as required in the training of BSc (Environmental Health) degree students and other persons assigned to the Unit for training purposes or work experience.
18. Participate in the service duty officer rota for the emergency phone as required.
19. Motivate and manage staff allocated to the post holder 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.

Employee specification

Date: 25 June 2024

Department: City and Neighbourhood Services

Post number: EPOPO010

Section: City Services

Job title: **Senior Environmental Health Officer**

Grade: Grade 9

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 current Belfast City Council agency assignees.

Qualifications and driving licence

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

- a Bachelor of Science or Master of Science degree in Environmental Health which is **approved** by the Chartered Institute of Environmental Health, or a qualification acceptable to the Environmental Health Registration Board, that is, a Diploma in Environmental Health awarded by the Chartered Institute of Environmental Health (CIEH), or a historical equivalent;
- a Certificate of Registration of the Environmental Health Officers' Registration Board or equivalent, and
- a) a full, current driving licence which enables them to drive in Northern Ireland and have their own transport available at all times for official council business, or, have access to a form of transport which enables them to meet the requirements of the post in full^[1].

^[1] Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to carry out specified enforcement, investigative, educational and advisory duties related to the work of the Environmental Health Service with organisations and customers across the city, as well as the need to provide occasional cover for out of hours services, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Experience

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

- b) dealing with technically complex and sensitive Environmental Health cases, including the provision of advice and guidance to both external customers, partners and internal stakeholders (including team members and other Council services);
- c) managing and prioritising a complex caseload to deliver regulation and compliance services, including reactive and proactive work programmes and related projects; and
- d) practising as an Environmental Health Officer in Public Health, Housing and Environmental Protection, including investigation of statutory nuisances and private rented sector enforcement, pollution including noise control, and responding to planning consultations.

Special skills and attributes

Applicants **must** be able to demonstrate, by providing personal and specific examples, evidence of the following special skills and attributes which may be tested at interview:

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

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

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

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

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

Customer care skills: an understanding of customer relations issues and customer care procedures.

Shortlisting criteria

In addition to the above qualifications, driving licence and experience, Belfast City Council reserves the right to shortlist only those candidates who, as at the closing date for receipt of applications:

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least three years' relevant experience in each of the aforementioned areas (b-d).

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- in the second instance, can demonstrate on the application form, by providing personal and specific examples on the application form, (e) at least one year's relevant experience of managing and motivating staff, i.e. direct reports, in accordance with the principles of personal development planning and individual performance management; and
 - in the third instance, hold additional relevant qualifications in an Environmental Health related discipline for example a Diploma in Acoustics awarded by the Institute of Acoustics or relevant Master's degree.

Belfast City Council

Terms and conditions of employment

Senior Environmental Health Officer (Grade 9) 'Temporary cover' post within the Public Health, Housing and Environmental Protection Team until 15 July 2025, subject to review

City Services Section

City and Neighbourhood Services Department

Job applicant privacy notice

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

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

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

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

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

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

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

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

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

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

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

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

Appointment

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

This is a 'temporary cover' post within the Public Health, Housing and Environmental Protection Team until 15 July 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.

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.

Please note, while this is a generic job description for the role of Senior Environmental Health Officer, there are various specialist areas within City Services and the current vacancy is within the Public Health, Housing and Environmental Protection Team. Following the selection process, a reserve list may be compiled for future temporary vacancies that may arise in the Public Health, Housing and Environmental Protection Team. This reserve list would last for a maximum of 12 months and posts may be offered to those on the reserve list, in order of merit, without further interview. These posts may be on a temporary or fixed term basis. If, however, a Senior Environmental Health Officer vacancy arises in another team, applicants on the reserve list for this post will not be eligible and may have to reapply.

If a similar post does become vacant within this time, it will be offered to candidates on the reserve list in the following way:

1. Candidates will be initially contacted by telephone and **must** respond within three working days to accept or decline the post.
2. Candidates who cannot be contacted by telephone will be contacted by letter and **must** respond by telephone or by return of acceptance form within five working days of the date of the letter.

If candidates do not respond within the above time frames, the post will be offered, in order of merit, to the next person on the reserve list. The names of those candidates who have not responded within the above timeframes will be retained on the reserve list, in order of merit, to be considered for future vacant posts.

However, if candidates have been contacted on three separate occasions, and they have not responded within the above timeframes on these three occasions, the council will assume that they are no longer interested in the post and their names will be removed from the reserve list.

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

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

The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, “access to a form of transport which enables them to meet the requirements of the post in full”. Please be advised that this alternative is a ‘reasonable adjustment’ specifically for applicants with disabilities who, because of their disability, are unable to hold a full, current driving licence. Please also be advised that, given the business need for the post-holder to carry out specified enforcement, investigative, educational and advisory duties related to the work of the Environmental Health Service with organisations and customers across the city, the ‘reasonableness’ of this adjustment will be thoroughly assessed prior to any appointment being made.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Grade 9, SCP 37 to 40, £46,731 - £49,764 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 the Cecil Ward Building, 4-10 Linenhall 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, driving licence (both parts) as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which their salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete a disclosure of family relationships form.
- (h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

If the person appointed acquires a conviction throughout the course of their employment with Belfast City Council, they must bring this to the attention of their line manager/departmental HR representative. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.

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

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). The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Car user

This job **will** require the postholder to carry out council duties in all areas and locations across the city and beyond. To do this, the postholder must have a full, current driving licence and have their own transport available for official Council business. For this, the postholder will be reimbursed at the appropriate mileage rate, in accordance with the Council's Car User Policy if they use their own car.

Canvassing

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

Notice

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

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

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

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 **Thursday, 23 January 2025**.

Please note that it is the candidate's responsibility to ensure that their application form is submitted and received in the Human Resources Section via jobs@belfastcity.gov.uk by this closing date and time. Application forms must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible.

Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

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

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Tuesday, 28 January 2025**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held via MS Teams on **Wednesday, 5 February 2025**.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

Senior Environmental Health Officer (Grade 9)
'Temporary cover' post within the Public Health, Housing and Environmental Protection Team
until 15 July 2025, subject to review

(Applicants must be current Belfast City Council employees or agency assignees as at
Thursday, 23 January 2025 and throughout the selection process)

City Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 23 January 2025.**

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

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

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

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



Belfast
City Council

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. **Applicants must, as at the closing date for receipt of application forms, have a Bachelor of Science or Master of Science degree in Environmental Health which is approved by the Chartered Institute of Environmental Health, or a qualification acceptable to the Environmental Health Registration Board, that is, a Diploma in Environmental Health awarded by the Chartered Institute of Environmental Health (CIEH), or a historical equivalent.**

Please note, the council reserves the right to short-list, in the third instance, only those applicants who, as at the closing date for receipt of applications, hold additional relevant qualifications in an Environmental Health related discipline for example, a Diploma in Acoustics awarded by the Institute of Acoustics or relevant Master’s degree.

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) **Professional qualifications: Applicants must, as at the closing date for receipt of applications, have a Certificate of Registration of the Environmental Health Officers’ Registration Board or equivalent. Please detail your relevant qualification below:**

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

- (d) **Current position held:**

Current Job Title:	Grade:	Date appointed:

Section 3: Driving licence and experience

5.
(a) Do you hold a full, current driving licence which enables you to drive in Northern Ireland and have your own transport available at all times for official council business, or, access, to a form of transport which enables you to meet the requirements of the post in full?*

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

Yes No

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

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

By providing this information, you are consenting to Belfast City Council verifying your licence details with the Driver and Vehicle Agency (NI).

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

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

Essential criteria

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

- b) dealing with technically complex and sensitive environmental health cases, including the provision of advice and guidance to both external customers, partners and internal stakeholders (including team members and other council services);
- c) managing and prioritising a complex caseload to deliver regulation and compliance services, including reactive and proactive work programmes and related projects; and
- d) practising as an Environmental Health Officer in Public Health, Housing and Environmental Protection, including investigation of statutory nuisances and private rented sector enforcement, pollution including noise control, and responding to planning consultations.

Short-listing criteria

In addition to the above qualifications, driving licence and experience, Belfast City Council reserves the right to shortlist only those candidates who, as at the closing date for receipt of applications:

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least three years' relevant experience in each of the aforementioned areas (b-d).
- in the second instance, can demonstrate on the application form, by providing personal and specific examples on the application form, (e) at least one year's relevant experience of managing and motivating staff, i.e., direct reports, in accordance with the principles of personal development planning and individual performance management; and
- in the third instance, hold additional relevant qualifications in an Environmental Health related discipline for example a Diploma in Acoustics awarded by the Institute of Acoustics or relevant Master's degree.

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

(b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the technically complex and sensitive environmental health cases that you have dealt with, the steps that you took to deal with these cases, how these were technically complex and sensitive; the external customers, partners and internal stakeholders (including team members and other council services) that you provided advice and guidance to; the range of matters that you advised on, how frequently you provided this advice and guidance, how your advice and guidance was used, 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 complex caseload that you have managed and prioritised, the steps that you took to manage and prioritise this caseload, how it was complex, the regulation and compliance services that you delivered; the reactive and proactive work programmes and related projects that you managed, what this involved, 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 your experience of practising as an Environmental Health Officer in Public Health, Housing and Environmental Protection; the duties you have undertaken; the statutory nuisances that you have investigated, what this involved, the steps that you took to investigate these; your experience in private rented sector enforcement, your duties and responsibilities in relation to this; your experience of pollution including noise control, your duties and responsibilities in relation to this, the planning consultations that you have responded to, what this involved, etc.

(e) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your duties and responsibilities in relation to managing and motivating staff; the number of people you directly managed; how you managed and motivated these staff in accordance with the principles of performance management and personal development, etc.

(b)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant experience of dealing with technically complex and sensitive environmental health cases, including the provision of advice and guidance to both external customers, partners and internal stakeholders (including team members and other council services).

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

Continuation sheets must not be used

(c)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant experience of managing and prioritising a complex caseload to deliver regulation and compliance services, including reactive and proactive work programmes and related projects.

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

Continuation sheets must not be used

(d)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant experience of practising as an Environmental Health Officer in Public Health, Housing and Environmental Protection, including investigation of statutory nuisances and private rented sector enforcement, pollution including noise control, and responding to planning consultations.

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

Continuation sheets must not be used

(e)

Short-listing criterion: If applicable, please demonstrate in this box, by providing personal and specific examples, that you have at least one year's relevant experience of managing and motivating staff, i.e. direct reports, in accordance with the principles of personal development planning and individual performance management.

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

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

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

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

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

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

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

Signed:

Date:

Equal opportunity monitoring form

HR Reference number: 0000002951/

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

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:

Religious belief

No religious belief

Not disclosed

Additional information:

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

Belfast Telegraph Irish News Newsletter

Sunday Life Specialist journal LinkedIn

Council trawl Council website Nijobfinder.co.uk

Facebook Twitter Word of mouth

Department of Learning, Jobs and Benefits Executive search Localgovernmentjobsni.gov.uk

Other, please state where: