
Job description

Date: 30 March 2017

Department: Place and Economy

Post number: 186

Section: Planning and Building Control

Job title: **Building Control Surveyor (Entry Level)**

Grade: PO1

Main purpose of job

To be responsible, through a Senior Building Control Surveyor, to the Assistant Building Control Manager (in the unit to which the post holder is for the time being attached), for the effective and efficient performance of post duties.

To make an effective contribution to the development and achievement of the Building Control Service objectives and Unit Business Plan.

To ensure that all duties and tasks assigned to the post holder are performed in accordance with specified time and quality targets in a fashion that enhances the service's commitment to customer focus.

Summary of responsibilities and personal duties

1. To carry out specified investigative, enforcement, educational and advisory duties associated with the responsibilities of the unit to which the post holder is assigned, in accordance with any unit work programmes which exist and as required by the relevant Unit Manager.
2. To actively participate in and progress through a structured development programme to build the professional experience and competence.
3. To proactively liaise with other organisations (public, voluntary, community and private) to enhance the achievement of service and unit objectives.
4. To carry out project work as directed by the Assistant Building Control Manager or Senior Building Control Surveyor.
5. To manage time and performance in line with service standards, being responsible for organising personal daily work demands to ensure that all relevant agreed targets are achieved to ensure that a quality, customer focused Building Control Service is delivered.
6. To provide such reports, records and statistical information as required.
7. To keep himself/herself informed of all new developments within the area of work to which the post holder is currently assigned through a process of continuing professional development.
8. To proactively make suggestions for the improvement of work practices and services provided.
9. To participate as required in the training of students and other persons assigned to the service for training purposes or work experience.
10. To occasionally work outside normal hours and to provide cover for out-of-hours inspection such as during performance inspections as directed by the Assistant Building Control Manager.
11. To participate in the service Help Line facility.
12. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council.
13. To participate in the council's selection interviewing process as required.
14. To undertake such other relevant duties which may, from time-to-time, be required.

Employee specification

Date: 30 March 2017

Department: Place and Economy
Post number: 186
Section: Planning and Building Control
Job title: **Building Control Surveyor (Entry Level)**
Grade: PO1

Essential criteria

Qualifications and experience

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

- have a third level qualification in a building related subject **or** be a current, corporate member of a professional body relevant to the building profession, for example, Association of Building Engineers; Chartered Institute of Building; Chartered Institute of Architectural Technologists; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institute of Chartered Surveyors, or equivalent;
- possess a full, current driving licence which enables them to drive in Northern Ireland and have a car available for official business, or, have access to a form of transport which enables them to meet the requirements of the post in full¹; **and**
- be able to demonstrate on the application form, by providing personal and specific examples, knowledge of building regulations and other relevant building related legislation.

Special skills and attributes

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

Analytical skills: an incisive and practical approach to problem solving including when to make a decision individually and when to seek assistance.

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 provide a comprehensive Building Control service throughout Belfast, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Communication skills: effective communication skills, both oral and written, with the ability to deliver a suitable message about the service and the ability to write reports, memos and letters at service level in clear simple language.

Customer care skills: an understanding of customer care and consultation principles and the need to respond to customer demands through recognising the importance of responding appropriately to the needs of both internal and external customers.

Decision making skills: the ability to make decisions effectively on issues that affect others and the ability to incorporate the views of others into the decision making process.

Information technology skills: have IT awareness and competency to a high level of computer literacy with the ability to use Microsoft Office applications.

Partnership working skills: the ability to work with a diverse group of other managers and professionals, both internally and externally, to meet common objectives.

Political sensitivity skills: an ability to deal with a diverse range of customers including elected members, construction and legal professionals and members of the public.

Technical knowledge: knowledge of design, construction and relevant legislation.

Work planning skills: the ability to prioritise work, understand work plans and follow through programmes to ensure that work is completed satisfactorily to achieve personal targets.

Short-listing criteria

In addition to the above qualifications and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples:

- in the first instance, at least one year's relevant experience of working in the construction industry or in administering and enforcing relevant building control legislation and technical matters; and
- in the second instance, at least two years' relevant experience of working in the construction industry or in administering and enforcing relevant building control legislation and technical matters.

Belfast City Council

Terms and conditions of employment

Building Control Surveyor (Entry level) (PO1)

Temporary post until 30 June 2020, subject to review

Planning and Building Control Section

Place and Economy Department

Job applicant privacy notice

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

If you apply for this job, you will be providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority. In some cases, the council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The council will collect a range of information about you, including:

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

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment and, or interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data may be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council's Records Retention and Disposal Schedule.

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

- access and obtain a copy of your personal data on request;
- require the council to 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 contact our Job Line on 028 9027 0640. If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

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

Appointment

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

There is currently one temporary, full-time post until 30 June 2020, subject to review.

There may be a reserve list of applicants drawn up for this post which would last for a maximum of six 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview. For generic type posts, this may include posts in another department. **These posts may be either full-time or part-time on a temporary, fixed-term basis.**

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

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

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

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

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

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

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit on 028 9027 0640 or by emailing jobs@belfastcity.gov.uk with your new contact details.

If applicable, an existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary project' post with the right to return to his or her 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 his or her 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 his or her original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.

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

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

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO1, SCP 27 to 30, £30,507 - £32,878 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 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 not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications, driving licence (both parts) and, or membership of a professional qualification 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 his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) 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 his/her employment with Belfast City Council, he/she must bring this to the attention of his/her 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 he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made.

Council policies

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

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.

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.

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 may be required to start and finish work at specific times that suit the operational needs of the service and she/he may also be required to work outside of these hours.

Annual leave

The person appointed will be entitled to 23 days annual leave plus 12 bank or other holidays.

Leave entitlement will be increased by five working days in the case of officers who have not less than five years' continuous service and by a further three days in the case of officers who have not less than 10 years' continuous service.

The leave year commences on 1 April and new entrants to the service will be entitled to leave proportionate to completed months of service.

This entitlement applies to five day working patterns. An equivalent leave entitlement will be calculated on a pro rata basis for alternative work patterns.

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. He or she may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Car User

This job will require the post-holder to carry out council duties in all areas and locations across the city and beyond. To do this, the post-holder must have a full, current driving license and have their own transport available for official Council business. For this, the post-holder will be reimbursed at the appropriate mileage rate.

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

One month or more but less than two years

Two years or more but less than twelve years

12 years or more

Period of notice

Not less than one week

Not less than one week for each year of continuous service

Not less than 12 weeks

If applicable, it is usual to give one week's notice to terminate this temporary 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 4pm on **Monday, 28 October 2019**.

Please note that it is the candidate's responsibility to ensure that his or her application form is submitted and received in the Human Resources Section by this closing date and time. Application forms returned electronically 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.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Monday, 4 November 2019**. 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 on **Monday 11, Tuesday 12 and/or Wednesday 13 November 2019**.

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:

Building Control Surveyor (Entry level) (PO1)

(There is currently one full-time temporary post until 30 June 2020, subject to review. Other full-time or part-time temporary posts may be filled from a reserve list.)

Planning and Building Control Section

Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 28 October 2019.**

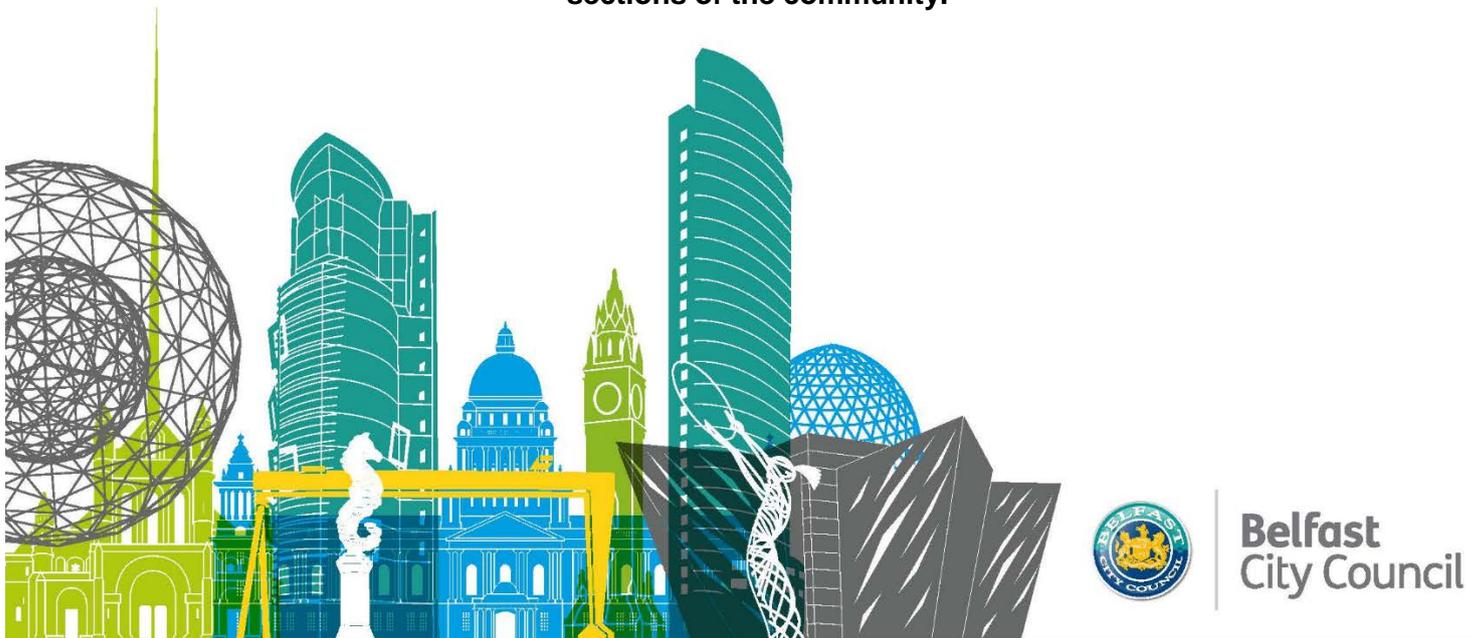
Completed application forms should be emailed to jobs@belfastcity.gov.uk and you will receive an automatic reply when your application has been received. If you don't receive an acknowledgement within 30 minutes, please call 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **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.

Completed application forms can also be returned to:

Job Applications
9 Adelaide
9-21 Adelaide Street
Belfast, BT2 8DJ

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 call 028 9027 0640.

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



**Belfast
City Council**

In addition to filling the immediate vacancy, 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 vacancy become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

These posts will be on a temporary basis and may be working full-time or part-time hours.

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

If you are interested in both full-time and part-time positions, please tick (✓) both boxes.

Hours of work:

Full-time

Part-time

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

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 Belfast City Council?

Yes No

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes No

If yes, please state your reason for leaving:

1. Your details

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

3. Other information

National insurance number:

Section 2: 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 third level qualification in a building related subject OR be a current corporate member of a professional body relevant to the building profession (please see section (c) below). Please detail your relevant qualification below:

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

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

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

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

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- (c) **Current membership of professional bodies:**
Applicants must, as at the closing date for receipt of applications have a relevant third level qualification, or equivalent (please see section (a) above) OR be a current, corporate member of a professional body relevant to the building profession, for example, Association of Building Engineers; Chartered Institute of Building; Chartered Institute of Architectural Technologists; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institute of Chartered Surveyors, or equivalent. Please detail your relevant current membership below:

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

Employment history

(d) 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:

(e) Details of previous employment and positions held:

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

Section 3: Driving licence and experience

5.

(a) Do you hold a full, current driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full¹?

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

Yes

No

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

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

You must complete the application form in either typescript (Arial font size 11) or legible handwriting using black ink. You must limit your text in this section, i.e. (b) to (c), 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.

Essential criteria

(b) 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, knowledge of building regulations and other relevant building related legislation.

Short-listing criteria

In addition to the above, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples:

- (c) in the first instance, at least one year's relevant experience of working in the construction industry or in administering and enforcing relevant building control legislation and technical matters; and
- in the second instance, at least two years' relevant experience of working in the construction industry or in administering and enforcing relevant building control legislation and technical matters.

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

(b) You must clearly detail where and how you gained this knowledge; the range of legislation you are aware of; where you gained this knowledge; the specific legislation which you have administered and, or enforced; how this legislation was of direct relevance to this post; 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 where you gained this experience of working within the construction industry and what your duties were; or the type of building control legislation which you administered and enforced; technical matters you dealt with; what these duties entailed; etc.

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 provide a comprehensive Building Control service throughout Belfast, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have knowledge of building regulations and other relevant building related legislation.

Continuation sheets must not be used

(c)

If applicable, applicants **must** demonstrate here, by providing personal and specific examples, that they have at least **one** year's relevant experience of working in the construction industry or in administering and enforcing relevant building control legislation and technical matters.
(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least two years' experience in this area)

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000000612/

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:**Official use only:**

Date of birth:		Dob	
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Gender:	Male			Female			Gender	
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Family status:	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>	Status	<input type="checkbox"/>
	Divorced	<input type="checkbox"/>	Separated	<input type="checkbox"/>		
	Widowed	<input type="checkbox"/>	Cohabitant	<input type="checkbox"/>		
	Civil partnership	<input type="checkbox"/>	Dissolved civil partnership	<input type="checkbox"/>		
	Other, please specify	<input type="text"/>				

Ethnic origins:	White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Ethnic origin	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
	Chinese	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>		
	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>		
	Black other, please specify	<input type="text"/>				
	Mixed ethnic group, please specify	<input type="text"/>				
Other, please specify	<input type="text"/>					

Please state your nationality or citizenship (for example, British, Irish, Polish):	<input type="text"/>	Nation	<input type="checkbox"/>
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Persons with and without a disability:

A person has a disability if he or she has "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities" (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Disability	<input type="checkbox"/>
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If yes, please state nature of disability:	<input type="text"/>
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If no, have you ever had a disability?

Yes No

History

Persons with and without dependants:

Have you any caring responsibility?

Yes No

Official use only:

Dependants

Children Relative A person with a disability

Other, please specify

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

Code

I am a member of the Roman Catholic community

Method

I am a member of neither the Protestant nor Roman Catholic communities

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, please specify

Religious belief

No religious belief

Not disclosed