Job description

Date: 30 April 2019

Department: Place and Economy
Post number: 1858
Section: Planning and Building Control
Job title: Planning Officer (Trees and Landscape)
Grade: PO2

Main purpose of job

Responsible to a Principal Planning Officer through a Senior Planning Officer in Development Planning and Policy for: protection of trees; management of Tree Preservation Orders; enforcement of related planning controls; supporting policy development; compiling and reviewing guidance; supporting the processing of planning applications and appeals; and delivery of other related planning functions.

Responsible for the day-to-day management of technical staff and other staff as required within the Development Planning and Policy Unit.

To provide support to the team in meeting all statutory requirements and ensuring effective performance whilst supporting training and development for staff to meet the needs of the business and all customers in accordance with best practice standards and other performance measures.

To assist the Senior Planning Officers with the supervision of the Assistant Planning Officers and other technical staff, as required, and to support the work of Assistant Planning Officers and technical staff in the area of work assigned through the provision of guidance and advice on relevant trees, landscape, planning and technical issues.
Summary of responsibilities and personal duties

1. Support the work of the Team in development of relevant policy frameworks or policies, processing planning applications and appeals; enforcement of tree related planning controls or other related planning functions whilst contributing to the management of staff where appropriate.

2. Prepare tree and related landscape issues reports, technical papers, statements, evidence and other information and present it at appeals, meetings, committees, public inquiries and to outside organisations, when required.

3. Assist in the commissioning of consultants and the management of contracts for specialist work or projects to support the protection of trees and implementation of Tree Preservation Orders.

4. Assist the Senior Planning Officer in the day-to-day supervision and development of the Assistant Planning Officers and technical staff as required in accordance with the principles of performance management ensuring the timely delivery of high quality professional services.

5. Attend meetings with internal and external stakeholders (including evening meetings when requested) related to tree and related landscape issues at various locations across the city or country to ensure effective participation on regional and other cross-authority working or topic based engagement groups.

6. Carry out consultations on tree and related landscape issues including attendance at exhibitions and external meetings at various locations across the city or country.

7. Provide complex professional advice on relevant planning policy, development management or enforcement matters and support to colleagues to ensure the delivery of integrated, comprehensive planning functions across the service.

8. Undertake research, monitoring, surveys and site inspections as appropriate at various locations across the city and respond to tree and related landscape consultations ensuring that the council’s views are expressed effectively.

9. Keep up to date with current professional/technical practice and respond to changing team responsibilities or priorities.

10. Effectively utilise Council IT systems, maintain GIS records, carry out research, evaluate and communicate information.

11. Support work on wider service level business and management initiatives as required and undertake such other relevant duties as may from time to time be required.

12. 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.
13. Participate as directed in the council’s recruitment and selection procedures.

14. Act in accordance with council and departmental policies and procedures including customer care, equal opportunities, health and safety and any pertinent legislation.

15. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the City Council.

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 s/he 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.

The post-holder should also be aware the location of this post in the organisation structure could be subject to change in the future.
Employee specification

Date: 30 April 2019

Department: Place and Economy
Post number: 1858
Section: Planning and Building Control
Job title: Planning Officer (Trees and Landscape)
Grade: PO2

Essential criteria

Applicants must, as at the closing date for receipt of application forms, be a current Belfast City Council employee.

Qualifications

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

- a third level qualification in a planning related subject, landscape architecture, or equivalent qualification; and
- a full, current driving licence which enables them to drive in Northern Ireland with a car available for official business, or, access to a form of transport which enables them to meet the requirements of the post in full.

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, at least two years’ relevant experience of:

- working in a planning environment including experience of planning policy work or processing of planning applications or the investigation of enforcement complaints; and
- providing detailed landscape and tree related advice to assist in the designation and, or management of tree preservation orders (TPOs), processing tree works applications, the determination and enforcement of planning applications, and advice in respect of works to trees in conservation areas.

Special skills and attributes

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

Technical knowledge: knowledge of relevant planning and tree preservation order legislation and national guidance with, the ability to interpret law and policies.
**Analytical skills:** the ability to analyse, interpret and collate environmental and planning evidence or information to support the development of policy.

**Report writing skills:** the ability to prepare and present reports, technical papers, statements, etc.

**Team working skills:** the ability to work as a team member and contribute to team goals and objectives whilst motivating staff to contribute to broader goals and objectives.

**Customer care skills:** the ability to work within a customer focused environment and deal effectively with members of the public.

**Corporate working skills:** the ability to ensure productive corporate working through the development of relationships with relevant stakeholders, elected members and members of the community.

**Communication skills:** the ability to communicate effectively at all levels.

**Negotiation and persuasion skills:** good negotiation and persuasion skills with the ability to encourage others to adopt a particular course of action.

**Information technology skills:** good information technology skills with the ability to use GIS systems, databases and spreadsheets effectively.

**Short-listing criteria**

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

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least two year’s relevant experience of preparation for and participation at appeals processes in relation to TPOs and planning applications in respect of tree related issues; and
- in the second instance, have full, current chartered membership of the Royal Town Planning Institute, or an equivalent professional planning body.

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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 attend specific project meetings, consultations, exhibitions and carry out site inspections etc. related to the work of the Planning 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.

Planning Officer (Trees and Landscape)
Belfast City Council

Terms and conditions of employment

Planning Officer (Trees and Landscape) (PO2)
One permanent post

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 permanent, full time 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. These posts may be either full-time or part-time on a permanent or temporary basis.

An existing permanent employee will be offered a temporary post on the basis of undertaking a ‘temporary project/cover/review’ post with the right to return to his or her substantive post at the conclusion of the ‘temporary project/cover/review’ post. An existing fixed term contract employee will be offered a temporary post on the basis of a further fixed term contract in a ‘temporary project/cover/review’ post but with no automatic right to revert back to his or her original fixed term contract post. Fixed term contract employees should give consideration to this prior to applying for or accepting another post on a temporary basis.

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees 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 at the closing date for receipt of applications. Similarly, if placed on the reserve list, applicants must still be current employees as at the point in time that a vacancy arises. Applicants who are no longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/cover/review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

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.

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 attend specific project meetings, consultations, exhibitions and carry out site inspections etc. related to the work of the Planning 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.

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 PO2, SCP 29 to 32, £32,029 - £34,788 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) 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 applicants must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
(c) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978 and obtain an Access NI Basic Disclosure Certificate. 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.

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.

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](http://www.nilgosc.org.uk)).

**Car User**
This job may require the post-holder to visit and carry out council duties in areas and locations across the city as and when required. If required to travel for official Council business, 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:

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<th>Continuous service</th>
<th>Period of notice</th>
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<tr>
<td>One month or more but less than two years</td>
<td>Not less than one week</td>
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Two years or more but less than twelve years  Not less than one week for each year of continuous service

12 years or more  Not less than 12 weeks

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

Probationary period
The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department.

Interview expenses
Reimbursement of interview expenses is not available.

Receipt of applications
Completed applications must be received by 4pm on Monday, 10 June 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 Tuesday, 11 June 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 Thursday, 20 June 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:

Planning Officer (Trees and Landscape) (PO2)

There is one full-time permanent post

(This permanent post is being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Monday, 10 June 2019 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

Planning and Building Control Section

Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 10 June 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
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 may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours.

Please indicate below whether you would be interested in a permanent, or temporary (including fixed term) posts working full-time, part-time or job-share hours by ticking the appropriate boxes.

If you are interested in permanent, temporary, full-time, part-time and, or job share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent  [ ]  Temporary  [ ]

Hours of work:

Full-time   [ ]  Part-time   [ ]  Job share   [ ]

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

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, 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 are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post.
Section 1: Personal details

Are you currently employed by Belfast City Council?  Yes [ ]  No [ ]  [ ]

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

If yes, please enter your staff number: ______________________________

Are you a current agency assignee or casual worker with Belfast City Council?  Yes [ ]  No [ ]  [ ]

(Please note: agency assignees and casual workers are ineligible for this post.)

1. Your details
   (a) Title: (Mr, Mrs, Ms, Miss, Dr etc)
       ______________________________
   (b) Forenames:
       ______________________________
   (c) Preferred name:
       ______________________________
   (d) Surname:
       ______________________________

2. Contact details
   (a) Work telephone number:
       ______________________________
   (b) Mobile number:
       ______________________________
   (c) Preferred contact number:
       ______________________________
   (d) Email address:
       ______________________________
   (e) Address 1:
       ______________________________
   (f) Address 2:
       ______________________________
   (g) Town:
       ______________________________
   (h) County:
       ______________________________
   (i) Postcode:
       ______________________________

3. Other information
   National insurance number:
       ______________________________

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

Signed: ______________________________ Date: ______________________________
Section 2: Qualifications and current position held

4. Qualifications

(a) Details of qualifications obtained (please refer to employee specification):
Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
Applicants must, as at the closing date for receipt of application forms, have a third level qualification in a planning related subject, landscape architecture or equivalent qualification.

Please detail your relevant qualification below:

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<th>Year:</th>
<th>Examing body / University / College:</th>
<th>Level of qualification:</th>
<th>Subject:</th>
<th>Grade or mark:</th>
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(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.)

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<tr>
<th>Year:</th>
<th>Examing body / University/College:</th>
<th>Level of qualification:</th>
<th>Subject and modules studied:</th>
<th>Grade or mark</th>
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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:

(c) Current membership of professional bodies:
If applicable, please state that you have full, current chartered membership of the Royal Town Planning Institute, or an equivalent professional planning body.

<table>
<thead>
<tr>
<th>Title of professional body</th>
<th>Type / grade of membership</th>
<th>Membership number</th>
<th>Date of expiry</th>
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(d) Current position held:

<table>
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<tr>
<th>Current Job Title:</th>
<th>Grade:</th>
<th>Date appointed:</th>
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Section 3: Driving licence and experience

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

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

Yes ☐ No ☐

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

Licence number: ______________________ Start date: ______________________ Expiry date: ______________________

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

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

Essential criteria

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

b) working in a planning environment including experience of planning policy work or processing of planning applications or the investigation of enforcement complaints; and

c) providing detailed landscape and tree related advice to assist in the designation and, or management of tree preservation orders (TPOs), processing tree works applications, the determination and enforcement of planning applications, and advice in respect of works to trees in conservation areas.

Short-listing criteria

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

d) in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least two year’s relevant experience of preparation for and participation at appeals processes in relation to TPOs and planning applications in respect of tree related issues.

In boxes (b), (c) and (d) below, 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 your role in a planning environment; including your duties and responsibilities. You must also clearly detail as applicable, your experience of planning policy work, the experience you have in the processing of planning applications; or the experience you have in the investigation of enforcement complaints, include the range and depth of experience and what this involved, 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 your role in providing detailed landscape and tree related advice to assist in the designation and, or management of TPOs, the tree works applications you have processed, how you have processed these, how you have assessed planning applications and any
relevant enforcement and planning applications you have experience of, and details of the advice you have given in respect of works to trees in conservation areas.

(d) **Short-listing criteria:** If applicable 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 role in preparation for and participation at appeals processes in relation to TPOs and planning applications in respect of tree related issues, etc.
b) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least two years’ relevant experience of working in a planning environment including experience of planning policy work **or** processing of planning applications **or** the investigation of enforcement complaints.
c) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least two years' relevant experience of providing detailed landscape and tree related advice to assist in the designation and, or management of tree preservation orders (TPOs), processing tree works' applications, the determination and enforcement of planning applications, and advice in respect of works to trees in conservation areas.
| **d)** | **Short-listing criteria:** If applicable, please demonstrate here by providing personal and specific examples, that you have at least two years’ relevant experience of preparation for and participation at appeals processes in relation to TPOs and planning applications in respect of tree related issues. |

Continuation sheets must not be used
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.**

<table>
<thead>
<tr>
<th><strong>Personal details:</strong></th>
<th><strong>Official use only:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of birth:</strong></td>
<td><strong>Dob</strong></td>
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<tr>
<td><strong>Gender:</strong></td>
<td><strong>Male</strong></td>
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<tr>
<td></td>
<td><strong>Female</strong></td>
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<tr>
<td></td>
<td><strong>Gender</strong></td>
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<tr>
<th><strong>Family status:</strong></th>
<th><strong>Married</strong></th>
<th><strong>Single</strong></th>
<th><strong>Divorced</strong></th>
<th><strong>Separated</strong></th>
<th><strong>Widowed</strong></th>
<th><strong>Cohabitant</strong></th>
<th><strong>Civil partnership</strong></th>
<th><strong>Dissolved civil partnership</strong></th>
<th><strong>Other, please specify</strong></th>
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</thead>
<tbody>
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<td><strong>Status</strong></td>
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<tr>
<th><strong>Ethnic origins:</strong></th>
<th><strong>White</strong></th>
<th><strong>Indian</strong></th>
<th><strong>Pakistani</strong></th>
<th><strong>Bangladeshi</strong></th>
<th><strong>Chinese</strong></th>
<th><strong>Irish Traveller</strong></th>
<th><strong>Black African</strong></th>
<th><strong>Black Caribbean</strong></th>
<th><strong>Black other, please specify</strong></th>
<th><strong>Mixed ethnic group, please specify</strong></th>
<th><strong>Other, please specify</strong></th>
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<tbody>
<tr>
<td><strong>Ethnic origin</strong></td>
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</tbody>
</table>

Please state your nationality or citizenship (for example, British, Irish, Polish): **Nation**

**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** ☐ **No** ☐ **Disability** ☐

If yes, please state nature of disability: ____________________________
If no, have you ever had a disability? Yes □ No □ History □

Persons with and without dependants:
Have you any caring responsibility? Yes □ No □
Children □ Relative □ A person with a disability □
Other, please specify □

Official use only:
Dependants □

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 □