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| Vacancy ID: | 0000002124 |

**Belfast City Council**

Application for appointment to post of:

**Strategic Director of City Operations**

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| Name of Applicant: |  |
| Address: |  |
| The closing date for applications is **12pm on Friday 29 September 2023**  Completed application forms should be emailed to [jobs@belfastcity.gov.uk](mailto: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 email jobs@belfastcity.gov.uk 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.  **Please note that all completed application forms must be emailed to** [**jobs@belfastcity.gov.uk**](mailto:jobs@belfastcity.gov.uk)  **No hard copy application forms will be issued or accepted by Belfast City Council, either by hand delivery or by post, for this job.** | |

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| **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 us on jobs@belfastcity.gov.uk** |
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| **Belfast City Council is an equal opportunities employer and welcomes applications from all sections of the community** |

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| **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: | | | | | | |
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| **1.** | **Your details** | | | | | |
| (a) | Title: (Mr, Mrs, Ms, Miss, Mx, Dr etc) |  | | | | |
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| (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: |  | | | | |
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| **3.** | **Other information** | | | | | |
|  | National insurance number: |  | | | | |

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| **Section 2: Qualifications and employment history** | | | | | |
| **4.** | **Qualifications** | | | | |
| (a) | Details of qualifications obtained (please refer to employee specification): | | | | |
|  | **Applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject or a professional qualification of an equivalent level in a relevant discipline. Please provide details of your relevant qualifications below:** | | | | |
| Year: | | Examining body / University / College: | Level of qualification: | Subject: | Grade or mark: |
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| (b) | If you are applying for a post on the basis of a qualification which is not directly relevant to the role 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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| **Employment history** | | | | | | |
| (c) | Details of current employment and current position held: | | | | | |
|  |  | | | | | |
| Name and address of current employer (if any): | | | Exact date employment commenced (dd/mm/yyyy): | Position held with current employer: | | Salary: |
|  | | |  |  | |  |
|  |  | | | | | |
| (d) | Details of previous employment and positions held: | | | | | |
|  |  | | | | | |
| Name and address of previous employer(s): | | From:  (dd/mm/yyyy) | | To:  (dd/mm/yyyy) | Position(s) held: | Salary: |
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| **Section 3:** **You must complete this section of the application form in typescript (Arial font size 11). You must limit your text in this section, i.e. 1 and 2 (a) to 2 (d), to no more than one A4 page per criterion. You must not use continuation sheets. If you submit more than one page per criterion, the Selection Panel will only consider the first page of information and you may not be short-listed.**  **Essential criteria**  1. Applicants **must** be able to demonstrate on the application form, by providing personal and specific examples, that they have three years’ relevant [[1]](#footnote-2)senior management experience of: leading on the delivery of relevant front-line services to the public and local communities and engaging with local people, communities and stakeholders to deliver successful outcomes that have led to improved, integrated customer experiences.2. Applicants must also, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on their application form that they have relevant experience of:(a) leading on and implementing large-scale organisational review / change programmes within a unionised environment.(b) managing [[2]](#footnote-3)significant budgets within competing budget priorities and tight financial limits and prioritising financial resources.(c) providing leadership and motivation to a [[3]](#footnote-4)significant number of multi-disciplinary staff and managing them in accordance with the principles of performance management and personal development.Desirable ExperienceIn addition to the above essential criteria, Belfast City Council reserves the right to only short-list those candidates who can also demonstrate, by providing personal and specific examples on their application form that they have relevant experience of:(d) working with elected representatives, either at a central or local government level, within a complex and political working environment. **Please note that at 1. (above) you must clearly state the start and end dates of your relevant senior management experience and why you deem your experience to be at a senior management level.**  **You must also focus on each element of the criteria 1. and 2 (a) to 2 (d) and demonstrate your relevant experience of it, by providing personal and specific examples, with the onus being on you, as the applicant, to clearly define the level, scale and complexity of your experience, your remit and your responsibilities etc., to enable an assessment of the relevance, scope and suitability of your experience to be undertaken by the Selection Panel.** | | |
| **1.** | **Please demonstrate in this box, by providing personal and specific examples, that you have three years’ relevant [[4]](#footnote-5)senior management experience of leading on the delivery of relevant front-line services to the public and local communities and engaging with local people, communities and stakeholders to deliver successful outcomes that have led to improved, integrated customer experiences.**  Continuation sheets must not be used |

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| **2 (a)** | **Please demonstrate in this box, by providing personal and specific examples, that you have relevant experience of leading on and implementing large-scale organisational review / change programmes within a unionised environment.**  Continuation sheets must not be used |

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| **2 (b)** | | Please demonstrate in this box, by providing personal and specific examples, that you have relevant experience of managing [[5]](#footnote-6)significant budgets within competing budget priorities and tight financial limits and prioritising financial resources. Continuation sheets must not be used | | | |
| **2 (c)** | | **Please demonstrate in this box, by providing personal and specific examples, that you have relevant experience of providing leadership and motivation to a [[6]](#footnote-7)significant number of multi-disciplinary staff and managing them in accordance with the principles of performance management and personal development.**  Continuation sheets must not be used | | | |
| **2 (d)** | | Please demonstrate in this box, by providing personal and specific examples, that you have relevant experience of working with elected representatives, either at a central or local government level, within a complex and political working environment. Continuation sheets must not be used | | | |
| **Section 4: Other information** | | | | |
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| **1.** | Notice required to terminate present position: | | |  |
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| **2.** | If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom suitable work references may be obtained. Both of your referees must be either your current or your previous employer. 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. | | | |
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| **a** | Current or previous employer (if any) | | | |
|  |  | |  | |
|  | Name: | |  | |
|  |  | |  | |
|  | Job title: | |  | |
|  |  | |  | |
|  | Name of organisation: | |  | |
|  |  | |  | |
|  | Address (including post code): | |  | |
|  |  | |  | |
|  | Contact telephone: | |  | |
|  |  | |  | |
|  | Email address: | |  | |
|  |  | |  | |
| **b** | Other employer referee: | | | |
|  |  | |  | |
|  | Name: | |  | |
|  |  | |  | |
|  | Job title (if applicable): | |  | |
|  |  | |  | |
|  | Name of organisation (if applicable): | |  | |
|  |  | |  | |
|  | Address (including post code): | |  | |
|  |  | |  | |
|  | Contact telephone: | |  | |
|  |  | |  | |
|  | Email address: | |  | |

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| 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. |

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| Signed: |  |  |  | Date: |  |  |

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| **Equal opportunity monitoring form** | | |
|  | Vacancy ID: | 0000002124 |
| 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.** | | |

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| **Personal details:** | |  | **Official use only:** | |
| **Date of birth:** |  |  | Dob |  |

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| **Gender Identity:** | | | | | | | | | | | | Gender Identity |  |
| How do you define your gender? | | | | | | | | | | | |
| Male |  |  |  | Female |  |  | Prefer not to answer | |  | |  |  |  |
|  |  |  |  |  |  |  |  |  |  | |  |  |  |
| I use another term (for example, Intersex, non-binary), please specify: | | | | | | | | |  | |  |  |  |
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| **Do you consider yourself to be trans\* or transgender\*\*?** | | | | | | | | | | |  |  |  |
| Yes |  |  |  | No |  |  | 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. | | | | | | | | | | |  |  |  |

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| **Family status:** | Married |  | |  |  | Single |  |  |  |  | Status |  |
|  |  |  | |  |  |  |  |  |  |  |  |  |
|  | Divorced |  | |  |  | Separated |  |  |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Widowed |  |  | |  | Cohabitant |  |  |  |  |  |  |
|  |  | | | | | | | | |  |  |  |
|  | Civil partnership | | | |  | Dissolved civil partnership | | |  |  |  |  |
|  |  | | | |  |  | | |  |  |  |  |
|  | Prefer not to answer | | | |  |  | | |  |  |  |  |
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|  | Other, please specify | | | | |  | | | |  |  |  |

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| **Ethnic origins:** | White | |  |  | Indian | | |  |  |  | | Ethnic origin | | | |
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|  | Pakistani | |  |  | Bangladeshi | | |  |  |  | |  |  | | |
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|  | Chinese | |  |  | Irish Traveller | | |  |  |  | |  | | |  |
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|  | Black African | |  |  | Black Caribbean | | |  |  |  | |  | | | |
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|  | Prefer not to answer | | |  |  | | |  |  |  | |  | | | |
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|  | Black other, please specify | | | | |  | | | |  | |  | | |  |
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|  | Mixed ethnic group, please | | | | |  | | | |  | |  | | |  |
|  | specify | | | | |  | | | |  | |  | | |  |
|  | Other, please specify | | | | |  | | | |  | |  | | |  |
| Please state your nationality or citizenship (for example, British, Irish, Polish): | | | | | | | | | |  | Nation | | | |  |
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| **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** | | | | | | | | | | | | | | |  | | Yes | |  | | |  | | | No | | | | |  | | |  | | | Disability | |  | | |
| **a disability?** | | | | | | | | | | | | | | |  | |  | | |  | | |  | | | | |  | | |
|  | | | | | | | | | | | | | | |  | | Prefer not to answer | | | | | | | | | | | | |  | | |  | | |  | |  | | |
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| If yes, please state nature of disability: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | |
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| **If No, have you ever had a disability?** | | | | | | | | | | | | | | |  | | Yes | | | |  | | |  | No | | | | |  | | |  | | | History | |  | | |
|  | | | | | | | | | | | | | | |  | |  | | | |  | | |  |  | | | | |  | | |  | | |  | |  | | |
|  | | | | | | | | | | | | | | |  | | Prefer not to answer | | | | | | | | | | | | |  | | |  | | |  | |  | | |
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| 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: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |  | | |
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| 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |  | | |
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| In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |  | | |
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|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **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 | | | | | | | | | | | | | | | | | | |  | | Yes | | |  | | |  | | No | | | |  | | |  | | Dependants | | |
| anyone? | | | | |  | | | | |  | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | | |  | |  |
|  | | | | |  | | | | |  | | |  | |  | | | | | | | | |  | | | |  | |  | | | | | | | |  | |  |
| **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 | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  |
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|  | | | Other, please specify: | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | |  |

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| **Sexual orientation:** | | | | | |
| **What best describes your sexual orientation?** | | | | | |
|  |  |  |  |  | |
| Bi |  |  |  | Orientation |  |
|  |  |  |  |  | |
| Gay/lesbian |  |  |  |  |  |
|  |  |  |  |  | |
| Heterosexual/straight |  |  |  |  | |
|  |  |  |  |  | |
| Prefer not to answer |  |  |  |  | |
|  |  |  |  |  | |
| I use another term, please specify: |  |  |  |  | |
|  |  |  |  |  | |
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| **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 |  |  |  |  | |
|  |  |  |  |  | |
| Prefer not to answer |  |  |  |  | |
|  |  |  |  |  | |
| **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. | | | | | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Religious belief or tradition:** |  |  | | | |  | |
| Please specify your religious belief, for example, Christian, Hindu, Muslim: |  | | | |  | Religious belief |  |
|  |  |  | | | |  |  |
| No religious belief |  |  |  |  | |  | |
|  |  |  | | | |  | |
| Not disclosed |  |  |  |  | |  | |

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| **Additional information:** | | | | | | | | | | | | |
| To monitor the effectiveness of our advertising, please indicate where you saw this job advertised: | | | | | | | | | | | | |
|  |  |  |  |  |  |  |  |  | |  |  |  | |
| Guardian Online |  |  |  | IrishJobs.ie |  |  |  | NIjobs.com | |  |  | |
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| Nijobfinder.co.uk |  |  |  | Get Got Jobs |  |  |  | Localgovernmentjobsni.gov.uk | |  |  | |
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1. **Senior Management** is defined as third level reporting (Tier 3 level role) including taking decisions on strategic issues that affect the whole organisation and providing detailed advice and guidance to top tier executive / board level. [↑](#footnote-ref-2)
2. The City and Neighbourhood Services Department has a budget of over £99m. The post-holder will therefore need to have experience of managing large and complex budgets that have significant interdependencies at a corporate level. **A significant budget will be defined as at least £10 million or more.** [↑](#footnote-ref-3)
3. The City and Neighbourhood Services Department has up to 1400 employees. The post-holder will therefore need to have experience of managing a large-scale multi-disciplinary workforce. **A significant number will be defined of at least 100 staff or more.** [↑](#footnote-ref-4)
4. **Senior Management** is defined as third level reporting (Tier 3 level role) including taking decisions on strategic issues that affect the whole organisation and providing detailed advice and guidance to top tier executive / board level. [↑](#footnote-ref-5)
5. The City and Neighbourhood Services Department has a budget of over £99m. The post-holder will therefore need to have experience of managing large and complex budgets that have significant interdependencies at a corporate level. **A significant budget will be defined as at least £10 million or more.** [↑](#footnote-ref-6)
6. The City and Neighbourhood Services Department has up to 1400 employees. The post-holder will therefore need to have experience of managing a large-scale multi-disciplinary workforce. **A significant number will be defined of at least 100 staff or more.** [↑](#footnote-ref-7)