

City Solicitor/Director of Legal and Civic Services



Foreword from Belfast City Council Chief Executive, John Walsh



I am delighted that you are interested in working for Belfast City Council. It is no exaggeration to state that Belfast is a city transformed and has become one of the most attractive cities in the UK and Ireland. There's a quality of life here to rival that of any European city making it an ideal place to live, work, visit or study. It is the economic and cultural heart of the region with world-class universities, thriving creative industries and a world-recognised technology sector, particularly in the areas of cyber security and fin-tech. Investor and developer confidence in Belfast is strong and we have clear plans to sustain that momentum as we seek to maximise the impact of the Belfast Region City Deal and to build Belfast's recovery from the Covid-19 pandemic, moving forward.

Our aim is to make a real difference to the lives of our residents on a daily basis. In November 2017 we published the Belfast Agenda, our first community action plan which is our long-term strategy for Belfast. This has shaped our 2020 - 2024 Corporate Plan, reflecting on the needs of the people of Belfast and defining key priorities for the Council to address, and assisting in the outline of new committee plans for 2024 and ahead. In 2024, the world is a very different place, and we want to make sure we are still on the right path. Much has happened since the publication of the Belfast Agenda. In 2022 we started reviewing the Belfast Agenda by talking to residents, city partners, stakeholders and organisations. They told us that the Belfast Agenda's vision and long-term outcomes were still appropriate. Using what we learned, we agreed priorities, and are due to finalise a refresh of the Belfast Agenda to take account of what we heard. That process is nearly complete, and we hope to publish the refreshed Belfast Agenda in April 2024. A draft can be viewed here: <https://yoursay.belfastcity.gov.uk/about-the-ba-review>

The job role of City Solicitor/Director of Legal and Civic Services will have strategic responsibility for the full range of legal services for the Council and act as the Council's premier legal adviser on legal matters. The post-holder will provide strategic leadership for democratic, compliance and civic services matters across the Council, advising Elected Members, the Chief Executive and Chief officers.

If you see your future career ambitions reflected in our vision, we would very much welcome your application.

1. About Belfast

Belfast is a city with a remarkable heritage, from its emergence as a world centre of industry and shipbuilding, through a generation of political and social turmoil, to the vibrant and growing urban centre that you see today.

The scale and quality of the city's transformation has been of international significance, particularly evident in developments in the city's Titanic Quarter, and the addition of new hotels and grade A office accommodation across the city centre.



Transformational schemes continue to progress, most notably in the north-east quarter of the city where the new Ulster University campus has recently opened-, and plans for Tribeca Belfast, a £500 million urban regeneration project have been approved both of which are transforming the entire area.

On completion of the £105 million Leisure Transformation programme, Belfast will have 7 new leisure facilities across the city, improving the quality of life for the people of Belfast and ensuring everyone has the opportunity to enjoy a healthier lifestyle. Phase three is now underway with 6 now open to the public. Work on the remaining one will continue throughout 2024.

Our Rapid Transport System, the Glider has already begun playing a key role in transforming Belfast, the city is better physically connected than ever, providing vital links for the east and west of the city to a range of healthcare, education, jobs and leisure facilities. Plans to further enlarge the network have been out for public consultation, with all responses currently with the Department of Infrastructure for consideration. Ground has also broken on the new Weavers Cross city transport hub to enhance connectivity to the rest of the region and beyond, which is due for completion in 2025.

With its two universities and other leading educational facilities, competitive rental and housing prices, thriving business environment and diverse visitor experiences, Belfast has a compelling offer for students, residents, tourists and investors. With a growing economy the Council is able to present young people with real opportunities to establish themselves in the workplace and lay foundations for their careers.

Belfast has a thriving arts and cultural scene that ranges from the traditional to the highly contemporary – something for all tastes. The TV and film industry also thrives in Belfast, with Titanic Studios being one of Europe's largest film studios, attracting the production of many movies and TV series, most notably the globally renowned Game of Thrones.

The relatively compact geography means it's all within easy reach. For those seeking a break from the hustle of the city, you don't have to travel far to be surrounded by stunning countryside and coastline. With a buoyant tourist industry Belfast is a constant presence in numerous surveys about the best places to visit, taking its place proudly alongside some of the world's greatest cities.

The growing list of recognition and praise from all over the world confirms that Belfast is the place to be.

2. About Belfast City Council



Belfast
City Council

Belfast City Council is the local authority with responsibility for the city of Belfast, the capital and largest city in Northern Ireland. The Council's geographical footprint is only 132km², however it serves an estimated population of 333,871, the largest of any district council in Northern Ireland.

The Council has worked continuously to realise its aspirations for the city, develop its potential, boost the local economy and promote the city on the global stage.

Having assumed responsibility for new powers and services including land-use planning, community planning and economic development, it has further increased its ambition to create a world class city where everyone is supported to reach their potential and barriers to opportunity are removed.

The full Council, which consists of all 60 elected representatives, is the overarching decision body. Through the work of committees, these elected members oversee the work of the Council. All committee decisions are required to be ratified by the full Council except where committees have been granted delegated authority to make decisions.

Please visit [Our strategies and plans \(belfastcity.gov.uk\)](https://www.belfastcity.gov.uk) for further details of our corporate strategies.

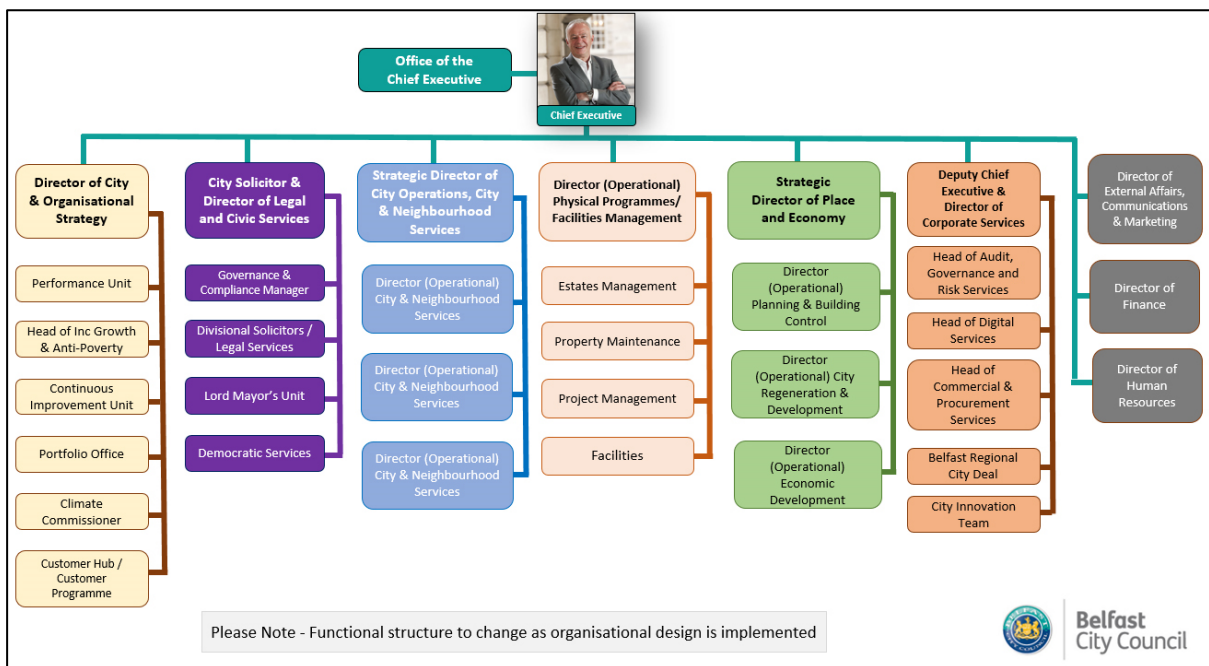
3. Legal and Civic Services

The Legal and Civic Services Department incorporates:

- Legal Services
- Democratic Services
- Civic Management
- Health and Safety, and
- a Central Support Unit.

The department has a budget of circa £14 million and over 150 staff.

Functional Corporate Structure



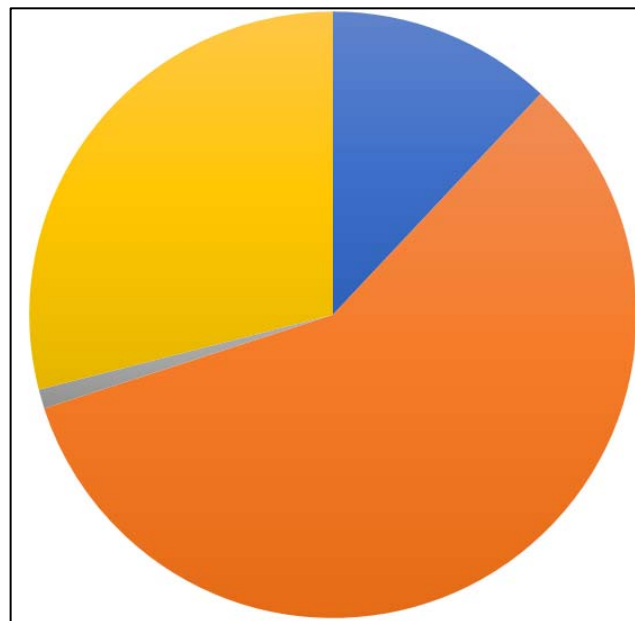
4. Income and Resources

The Council derives its income primarily from the District Rate. For 2023-2024, this totals £187.44 million (47%). In addition, funds are received from:

- fees and charges - £21.95 million
- grants - £13.25 million
- other - £19.55million

This provides a total budget of £242.19million to provide its services. A summary of the targeted expenditure is detailed below, along with the various committee and governance structures for decision making.

Category	Expenditure
City Growth and Regeneration	£20,715,024
People and Communities	£99,864,891
Planning Committee	£1,793,934
Strategic Policy and Resources	£49,952,787
Committee Total	£172,326,635



Capital Financing

This is how Belfast City Council finances all its physical projects, including the Capital Investment Programme, Local Investment Fund (LIF) and Belfast Investment Fund (BIF).

City Growth and Regeneration Committee

This City Growth and Regeneration Committee is responsible for the development and implementation of strategies, policies, programmes and projects directed to the regeneration and growth of the city in the context of the outcomes agreed in the community and corporate plans and other corporate strategies.

People and Communities Committee

The People and Communities Committee is responsible for the development and implementation of strategies, policies, programmes and projects aimed at improving life at a local level in the context of the outcomes agreed in the community and corporate plans and other corporate strategies.

Planning Committee

The Planning Committee is responsible for all planning functions, except those matters which are delegated to officers or reserved to full Council.

Strategic Policy and Resources Committee

The Strategic Policy and Resources Committee is responsible for setting out the strategic direction through the development of its corporate plan and other key corporate and cross cutting strategies and policies. It will also ensure effective use of resources and value for money for ratepayers and oversee Belfast City Council's relationship with a number of key agencies and partners.



5. Job Description

Job Title: City Solicitor/Director of Legal and Civic Services

Grade: SCP 84 to SCP 87

Main Purpose of Job:

The postholder will report to the Chief Executive and the Council and will be responsible for the Legal and Civic Services Department, which comprises a wide range of Legal, Governance and Compliance, Democratic and Civic Services functions.

Develop, lead and manage the department of legal and civic services and be collectively responsible with the Corporate Management Team (CMT) for the effective implementation of the Belfast Agenda ensuring the delivery of its priorities and value to residents.

Provide leadership, accountability and have strategic responsibility for:

- The full range of legal services for Belfast City Council, including but not exclusive to Commercial, Employment, Litigation, Property and Regulatory Law; and acting as the Council's premier legal adviser on legal matters;
- Delivering legal planning for the organisation, legal advice, training and information for CMT, Elected Members and Departments;
- Governance, administrative functions and decision-making by the Council in a public law context;
- Maintaining a sound legal management and compliance framework in respect of equality, information governance, health and safety and safeguarding; and
- Delivering a range of effective and efficient, customer focused civic services to high professional standards.

Organisational Responsibilities

- To support the Corporate Management Team by contributing to the corporate planning process, ensuring that legal and civic services take a leading role in the development of inter-departmental or inter-sectoral plans for corporate themes that contribute fully to the achievement of corporate outcomes.
- To represent the organisation at senior level and in external environments to drive effective partnership working to achieve outcomes for Belfast and take a lead role on specific corporate issues and projects as assigned.

Primary Responsibilities

1. Manage the departmental functions and provide strategic leadership for all legal, democratic, compliance and civic services matters across the Council, advising Members, the Chief Executive and Chief Officers and taking the lead role on major corporate issues, as requested.
2. Act as a Solicitor on Record for, and as corporate legal adviser to, the Council, including provision of specialist legal advice and support on a range of strategic priorities and issues including:

- Input to the evolution of corporate policies to ensure the Council can lawfully achieve its objectives;
 - The interpretation of legislation, particularly legislation conferring powers, duties and functions of district councils;
 - The requirements of administrative law and public law on the decision-making process; and
 - Advising generally on corporate legal issues affecting the Council.
3. Ensure propriety in the Council's affairs by identifying potential breaches of law and protecting it against vulnerability to legal challenge.
 4. Ensure the legal enforcement of the Council's regulatory powers.
 5. Provide expert legal advice and management to ensure legislative changes at national and local level are incorporated into legal planning and delivery and to such other public and designated bodies to whom the Council has agreed to provide a legal service.
 6. Lead, develop and deliver policies and strategies to ensure the effective provision of a comprehensive range of civic services (including security, management and cleaning of civic buildings, functions, events and exhibition management and business support).
 7. Ensure the effective operation of the Registrar's Office in respect of births, deaths and marriage.
 8. Ensure the effective operation of the Lord Mayors Unit and the civic offices to which it provides services including the hosting of civic events.
 9. Be responsible for production and implementation of policies and procedures relating to information governance, including training as necessary.
 10. Promote and implement the Council's Equality Scheme in all aspects of employment and service delivery.
 11. Act as the lead officer in respect of the formulation and implementation of corporate health and safety policies and compliance with legal obligations.
 12. Establish a customer-focused culture across the department and exercise efficient and effective budgetary control.
 13. Provide advice to the Chief Executive, Lord Mayor and Members in relation to the conduct and order of business at meetings of the Council and Committees and ensure propriety in the conduct of all formal Council business and the proper recording of Council and Committee decisions in accordance with the requirements of all statutory provisions and best practice.
 14. Support the Chief Executive in the coordination and integration of the overall management and policy processes of the Council, ensuring that internal corporate policies are reviewed and updated.
 15. Regularly review and ensure compliance with Council standing orders, the scheme of delegation and the Council's Constitution and advise upon administrative and other corporate policies and procedures impacting upon the proper and efficient conduct of Council business.
 16. Liaise with other local authorities and outside agencies to update Members, the Chief Executive and Chief Officers on best practice, current trends and forthcoming developments.

17. Represent the Council, as required, in appropriate public areas and forums and contribute to the development of a positive profile for the city of Belfast.
18. Represent the Council and the Chief Executive as required and to undertake the duties and responsibilities during the absence of the Chief Executive as necessary, deputising for the Chief Executive in the absence of the Deputy Chief Executive.
19. Be responsible for the probity and integrity of administrative processes supporting decision-making in respect of quasi-judicial functions, including planning and licensing and supporting Member development as necessary.
20. Carry out, effectively and efficiently, such tasks as may be required to assist the democratic processes of the Council and organise all elections in respect of which the Chief Executive is Deputy Returning Officer.
21. Monitor and review the operation of the Council's constitution and act in a monitoring role to promote the highest standards of conduct.
22. To provide advice on the creation of legal vehicles for innovative working with the private sector and other stakeholders in relation to the delivery of significant and strategic projects, physical or otherwise.
23. To provide legal advice in respect of procurement and managing risks particularly within arrangements with the private sector relating to the delivery of services and physical development.
24. To ensure the effective governance of the Council's planning function and to liaise with stakeholders to resolve issues in relation to planning applications and planning policy. To take a lead role in relation to the formulation and adoption of the Local Development Plan and associated policies.
25. Carry out such other corporate or legal tasks as may from time to time be assigned.
26. Participate as directed in the Council's selection interview programme.
27. Act in accordance with the Council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
28. 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 procedures as appropriate.
29. Undertake the duties in such as way as to enhance and protect the reputation and public profile of the Council.
30. Undertake such other relevant duties as may, from time to time be required.

Wider contribution to Belfast City Council

31. Work collaboratively across the Council to contribute to the strategic management of the city, in line with the Belfast Agenda, leading or supporting on priority issues ensuring the delivery of agreed outcomes, targets and objectives as agreed by Elected Members.
32. Influence council strategy and policy, as and when required, and taking responsibility through delegated authority arrangements for relevant statutory matters.

33. Build and maintain strong and dynamic collaborative working relationships with partners, stakeholders, government departments, agencies, businesses, community groups in order to create and enhance the city's profile and reputation and meet priority objectives as set out in the Council's corporate plans.
34. Ensure good governance compliance with all Council policies, financial and procurement procedures and to effectively manage all risks including the safety of staff, service users and contractors in accordance with statutory obligations and relevant health and safety policies.
35. Establish and manage robust performance management arrangements for the department to support effective and efficient delivery.

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.

6. Employee Specification

Essential criteria

Qualifications

Applicants **must**, as at the closing date for receipt of applications, be a Solicitor of the Supreme Court of Justice of Northern Ireland of not less than three years standing and be entitled to practice in Northern Ireland.

Experience

Applicants **must**, 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:

1. (a) three years' ¹senior management experience of working in a ²large and complex organisation.
2. This three years' senior management experience must also include relevant experience of:
 - (b) the law and its practice as it affects district councils such as in the areas of administrative and public law, contract law, the law of property and conveyancing, employment law, civil litigation and Judicial Review;
 - (c) providing legal advice on complex matters and managing qualified solicitors and administrative support staff; and
 - (d) dealing effectively with elected politicians and senior public servants.

¹ **Senior Management** is defined as taking decisions on strategic issues that affect the whole organisation and providing detailed advice and guidance to top tier executive / board level.

² A **large and complex organisation** will be defined as a multi-functional organisation delivering a wide range of customer services requiring a high level of collaboration with internal and external stake-holders and with multi-disciplinary staff.

7. Special skills and attributes

Applicants **must** also be able to demonstrate evidence of the following skills, competencies and attributes which will be tested at assessment centre and/or final interview:

1 Strategic leadership in the political context.

Component factors:

- Strategic leadership and direction, developing and delivering policy
- Leading organisational change, overseeing transformation initiatives, and dealing with resistance
- Brokering collaborative relationships with a range of key stakeholders and managing complex partnerships in service delivery to ensure the best use of resources
- Recognising issues of political sensitivity, retaining a high degree of probity and integrity, and reporting to elected politicians / non-executive board level members on a range of public-concerning matters
- Acting as a strong advocate and role model for the Council
- Improving communications, internally and externally, with a range of stakeholders at all levels
- Risk management, the effective identification and measurement of potential risk and proactive management to mitigate
- Embracing diversity, recognising the value diversity can provide, and championing diversity ensuring services are inclusive and available to all

2 Service delivery, including customer focus.

Component factors:

- Focused on delivering customer led services which can deliver value to the customer as well as value for money.
- Embraces diversity, recognising the value diversity can provide and champion diversity ensuring services are inclusive and available to all.
- Ensures continuous review, improvement, taking on board feedback and seeking new ways of working. Actively seeks to innovation and integrate new services.
- Sets ambitious targets and encourages customer feedback.

3 Resource management, including financial and people management.

Component factors:

- Financial planning and budgetary control, including identification of alternative funding
- Organisation of people to deliver outcomes with rigorous value for money
- Creates the structures, culture and processes to effectively deliver services
- Leadership and motivation of people, including effective employee development, performance management, robust and fair resolution of underperformance issues and succession planning.
- Actively supports the development of teams, giving opportunities to grow. Looks to implement effective succession plans to ensure the resilience of the Department.

4 Project management.

Component factors:

- Demonstrates the ability to draft and interpret legal documents accurately and provide legal opinions often to tight deadlines.
- Demonstrates the ability to think analytically and creatively to provide practical solutions to legal problems.

- Delivery of cross-cutting projects
- Effectively oversees the management of multiple concurrent projects
- Analytical and problem-solving skills
- Co-ordination and completion skills

5 Personal impact.

Component factors:

- Provides authority and commands respect
- Exceptional relationship building skills, inside and outside the organisation
- Ability to inspire trust and confidence
- Resilient and committed
- Excellent listening and communications skills
- Sound judgement in challenging situations, including political management.

8. Selection Process

Applicants are required to submit an application form for this post which clearly sets out how they meet all the essential and, where appropriate, the desirable criteria as set out in the employee specification above. Completed applications must be returned by email to jobs@belfastcity.gov.uk

Closing date for receipt of completed applications is Friday 29 March 2024 at 4pm. No late applications will be accepted.

Please note that it is the candidate's responsibility to ensure their application is submitted and received by this closing date and time. Applications returned electronically must be submitted as an email attachment. No late applications will be considered. No applications or supporting information in respect of an already submitted application form, will be considered after this date and time.

The selection process will include:

- a paper-based short-list assessment of candidates' application forms matched against the experience required as set out in the employee specification.
- a virtual assessment centre for those short-listed candidates conducted by an external provider; and
- a final interview, for those candidates short-listed following their performance at the virtual assessment centre, conducted by our Belfast City Council selection panel (which will comprise three elected members).

Recruitment Timeframe:

Stage	Date
Closing date for applications:	Friday 29 March 2024 at 4.00pm
Virtual assessment centre:	Thursday 18 April 2024
Final BCC interviews:	Wednesday 8 May 2024

Interview and Assessment Dates

The Council will endeavour to adhere to this timetable. Please note it is highly unlikely that the date of the assessment centre and/or the final interviews can be changed, and it will not be possible for alternative arrangements to be made for individual candidates. The Council will of course try to make any reasonable efforts it can to accommodate applicants who are unavailable on the specified dates, but it is under no obligation to do so.

9. Terms and Conditions of Employment

Job Application 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 e.g., 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 delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please email us on jobs@belfastcity.gov.uk If you wish to contact the Council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk Please see further details of the terms and conditions relating to this post set out below:

Appointment

An appointment to this permanent post will be based strictly on the merit principle by the Council's Selection Panel which will comprise at least three elected members, the Chief Executive and Deputy

Chief Executive. The name of the recommended for appointment will be reported to the Council's Strategic Policy and Resources Committee for notation and then ratified by full Council.

A reserve candidate may also be nominated by the selection panel. If so, this reserve status will remain valid for twelve months and should the post become vacant within this twelve-month period it may be offered to the reserve candidate without a further interview.

Should your email address, contact telephone number or address change since you submit your application, you must notify us of this via jobs@belfastcity.gov.uk

Job details

Job description: please refer to the job description for details of the duties of the post. The person appointed should note that the job description for this post was written at a time of significant organisational and structural change and that it will be subject to review and amendment as the demands of the role and the organisation evolve. The person appointed should therefore note that they will be required to be flexible, adaptable and aware that they may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which are commensurate with the role.

Employee specification: please refer to the employee specification for details of the qualifications, membership and experience required for the post.

Remuneration

The salary will be determined by the Council in line with that determined by the Joint Negotiating Committee for Chief Officers of Local Authorities, currently a four-point scale between SCP 84- 87, which is currently £110,941 to £115,667 per annum.

In normal circumstances, the appointee will be placed on the first SCP of the four-point scale. The salary will be paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Belfast City Council has adopted a Performance Appraisal Scheme for its Chief Officers. Performance related pay is not part of this Scheme. Performance appraisal reviews will however take place on an annual basis and annual increments will be awarded subject to satisfactory service in post.

Location

The person appointed will be based initially in Belfast City Hall, Belfast BT1 5GS but will be required to work in and/or visit other locations.

Pre-employment checks

Prior to taking up duty the person recommended for appointment must:

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via either:
 - a digital identity check via the council's Identity Service Provider (IDSP). To use this method, you will need to hold a current UK or Irish biometric passport or passport card; or
 - an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc).

Individuals who do are unable to provide evidence of their right to work and reside in the UK via either of the methods above, must inform the council and a list of any official alternative documentation will be made available to them.

- (c) Produce official original evidence of their qualifications. 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 the salary will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the Council's Occupational Health Unit.
- (g) Complete a disclosure of family relationships form.
- (h) Complete an Access NI Disclosure Certificate Application Form to enable a standard criminal record check to be carried out by Access NI operating under the provision of Part V of the Police Act (1997) and subsequently pass this check. This post falls under the definition of 'excepted' employment as provided by the Rehabilitation of Offenders (Exceptions) Order 1979 as amended in 2014. Therefore, all applicants who are recommended for appointment to an 'excepted' post within Belfast City Council must provide details in respect of **all** previous convictions including '**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.
- The person appointed to an 'excepted' post under The Rehabilitation of Offenders (Exceptions) Order (NI) 1979, as amended, must bring to the attention of their line manager/departamental HR representative any cases pending, cautions, informed warnings, diversionary youth conferences, or any referral to the Disclosure and Barring Service as well as any convictions acquired throughout their employment. 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 Joint Negotiating Committee for Chief Officers of Local Authorities 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 situation with regard to the continuity of this service, prior to accepting an offer of appointment from Belfast City Council.

Service and hours of duty

The general hours of duty are 37 per week; however, the post-holder will be required to attend Council, committee, and other meetings outside these hours. The nature of the post is such that considerable additional hours will be required. No additional remuneration is paid to staff at this level in respect of such working.

The position is a full-time permanent post and the person appointed will be required to devote their whole-time service to the work of the Council and shall not engage in any other business or take up

any other additional appointment without the express consent of the Council. They shall not subordinate their duties as a Chief Officer to their private interests or put themselves in a position where their duties and private interests' conflict. The Council has in place a Code of Conduct for Belfast City Council officers.

Annual Leave

The person appointed will be entitled to 32 days annual leave plus 12 bank or other holidays.

Leave entitlement will be increased by three working days in the case of officers who have not less than five 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.

Sick Leave

This Council's sick leave 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 members of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. They may opt out of the scheme. However, the Council is required to comply with automatic enrolment provisions and will automatically 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).

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 a candidate for appointment.

Relocation

If you are currently residing in Great Britain or the Republic of Ireland, and you are appointed to the post, Belfast City Council may be able to assist you with removal and lodging allowances.

Notice

The appointment may be terminated by three calendar months' notice in writing, given by either party to the other; the notice in either case to terminate on the last day of the month.

NB: It is also important for the person appointed to note that, following termination of employment, for whatever reason, the person appointed must agree to refrain from engaging in any role or activity giving rise to a conflict of interest in respect of their former employment with the Council. In particular, the person appointed must agree not to impart any confidential or sensitive information to any party such as would prejudice the interests of the Council.

Probationary period

The person appointed will be required to complete a twelve-month probationary period if this is a requirement of the Chief Executive or Council and, during this time, one week's notice will be given by the Council to terminate employment.

Receipt of applications

Completed applications must be submitted by **4pm on Friday 29 March 2024**. Please note that it is the candidate's responsibility to ensure that their application is submitted and received by this closing date and time.

Applications returned electronically must be submitted as an email attachment. No late applications will be considered after the specified closing date and time, for whatever reason.