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| HR reference | 0000000837/ |

**Belfast City Council**

Application for appointment as:

**Senior Planning Officer (PO4)**

**One permanent, full time post within the discrete area of Development Planning and Policy**

**(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 Tuesday 22 September 2020 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**

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| Name of Applicant: |  |
| Address: |  |
| The closing date for applications is **4pm on Tuesday, 22 September 2020**.  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 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.  **Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.** | |

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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 call 028 9027 0640** |
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| **Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community** |

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| **The post of Senior Planning Officer (PO4) has a generic job description but there is currently one vacant permanent post in the discrete area of Development Planning and Policy.**  **Please note that separate short-listing, assessment and/or interview processes with separate reserve lists will apply for Senior Planning Officer in Development Planning and Policy and for any other Senior Planning Officer post trawled or advertised.**  **While the post of Senior Planning Officer (PO4) (within the discrete area of Development Planning and Policy) has a generic job description, there are several discrete and specialist areas of work within the area of Planning that require specific experience and skills. This specific recruitment exercise is for Senior Planning Officer posts in the area of Development Planning and Policy. On this basis, a reserve list may therefore be compiled for future vacancies that may arise only in the specific area of Development Planning and Policy. If a Senior Planning Officer (PO4) vacancy arises in another discrete specialism unrelated to Development Planning and Policy, the applicants on the reserve lists for Development Planning and Policy, will not be eligible and will have to reapply.**  The reserve list for Senior Planning Officer posts in Development Planning and Policy will last for 12 months, or until it is exhausted, whichever is sooner. Should a post in Development Planning and Policy become available within this time it may be offered to those on the reserve list, in order of merit, without further interview.  **Posts on the reserve lists 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 ofthe 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 within the assigned area of Development Planning and Policy.  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.** |

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| **Section 1: Personal details** | | | | | | |
| Are you currently employed by Belfast City Council  **(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below]**)? | | | Yes |  | No |  |
| If yes, please enter your staff number: | | |  | | | |
| Are you a current agency assignee or casual worker with Belfast City Council?  **(Please note:** agency assignees and casual workers are ineligible for this post.) | | | Yes |  | No |  |
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| **1.** | **Your details** | | | | | |
| (a) | Title: (Mr, Mrs, Ms, Miss, Dr etc) |  | | | | |
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| (b) | Forenames: |  | | | | |
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| (c) | Preferred name: |  | | | | |
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| (d) | Surname: |  | | | | |
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| **2.** | **Contact details** | | | | | |
| (a) | Work telephone number: |  | | | | |
|  |  |  | | | | |
| (b) | Mobile number: |  | | | | |
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| (c) | Preferred contact number: |  | | | | |
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| (d) | Email address: |  | | | | |
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| (e) | Address 1: |  | | | | |
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| (f) | Address 2: |  | | | | |
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| (g) | Town: |  | | | | |
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| (h) | County: |  | | | | |
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| (i) | Postcode: |  | | | | |
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| **3.** | **Other information** | | | | | |
|  | National insurance number: |  | | | | |
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| 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. | | | | | | | |

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

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| **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 planning or a related subject or equivalent.**  **Please detail your relevant qualification 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 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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| Year: | | Examining body / University/College: | | Level of qualification: | Subject and modules studied: | | | Grade or mark |
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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: | | | | | | | | |
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| (c) | **Professional qualifications:** | | | | | | | |
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| Title of professional body | | | Title of qualification(s) | | | | Date of attainment | |
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| (d) | **Current membership of professional bodies:**  **Applicants must, as at the closing date for receipt of applications, have full, current chartered membership of the Royal Town Planning Institute or an equivalent professional planning body. Please detail your membership below:** | | | | | | | |
|  | | | | | | |  | |
| Title of professional body | | | Type / grade of membership | | | Membership number | Date of expiry | |
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| (e) | **Current position held:** | | |
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| Current Job Title: | | Grade: | Date appointed: |
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| **Section 3: Driving licence and experience** | | | | | | | | | | | |
| **5.** |  | | | | | | | | | | |
| **(i)** | 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. 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.** | | | | | | | | | | |
|  | 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: |  |
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| **By providing this information, you are consenting to Belfast City Council verifying your licence details with the Driver and Vehicle Agency (NI).** | | | | | | | | | | | |

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| **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**  (ii) 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:   1. two years’ relevant experience of planning policy formulation [[1]](#footnote-1) or the implementation of policy frameworks[[2]](#footnote-2) in a local development planning environment; 2. two years’ relevant experience of preparing complex local development plan evidence or policy to committees, public inquiries or hearings; and 3. one year’s relevant experience of managing and motivating planning team members in accordance with the principles of performance management and personal development.   **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, can demonstrate, by providing personal and specific examples on the application form:   * in the first instance, at least three years’ relevant experience in a) planning policy formulation or the implementation of policy frameworks *(as defined in the footnotes above)* in a local development planning environment; * d) in the second instance, at least two years’ relevant experience of presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings; * in the third instance, at least two years’ relevant experience in c) managing and motivating planning team members in accordance with the principles of performance management and personal development.   **In boxes (a) to (d), please provide the following detail:**   1. 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 relevant experience and specific role in plan policy formation. For example, how you formulated policy, who you consulted with and the outcome of this. (*please refer to the definition of policy formation in the footnote above*).You must clearly detail your relevant experience and specific role in the implementation of policy frameworks., for example, how you implemented the frameworks, the outcome of this (*please refer to the definition of policy frameworks in the footnote above).* You must clearly detail how you implemented these in a local development plan environment, etc.   **boxe**   1. 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 relevant experience and specific role in preparing complex local development plan evidence or policy to committees, public inquiries or hearings; how you prepared this evidence or policy, any significant considerations or difficulties encountered, the outcome of these processes, etc. 2. 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 including your duties and responsibilities in relation to managing and motivating planning team members; how many people you were responsible for; how you managed your team in accordance with the principles of personal development and individual performance management; any difficulties you encountered and how you overcame them, etc. 3. 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 relevant experience and specific role in presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings; any difficulties you encountered, the outcome of these processes, etc. |

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| **a)** | Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least two years’ relevant experience of planning policy formulation or the implementation of policy frameworks *(as defined in the footnotes above)* in a local development planning environment.  **(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least three years’ relevant experience in this area)**  Continuation sheets must not be used |

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| **b)** | Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least two years’ relevant experience of preparing complex local development plan evidence or policy to committees, public inquiries or hearings.  Continuation sheets must not be used |

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| **c)** | Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year’s relevant experience of managing and motivating planning team members in accordance with the principles of performance management and personal development.  **(Please note, Belfast City Council reserves the right to short-list, in the third instance, only those applicants who can demonstrate at least two years’ relevant experience in this area)**  Continuation sheets must not be used |

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| **d)** | **Shortlisting criterion:** If applicable, please demonstrate in this box by providing personal and specific examples, that you have at least two years’ relevant experience of presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings.  Continuation sheets must not be used |

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| **Equal opportunity monitoring form** | | |
|  | HR Reference number: | 0000000837/ |
| 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:** |

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| **Date of birth:** |  |  | Dob |  |

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| **Gender:** | Male |  |  | Female |  |  | Gender |  |

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| **Family status:** | Married |  | |  |  | Single |  |  |  |  |  |  |
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|  | Divorced |  | |  |  | Separated |  |  |  |  |  |  |
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|  | Widowed |  |  | |  | Cohabitant |  |  |  |  |  |  |
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|  | Civil partnership | | | |  | Dissolved civil partnership | | |  |  |  |  |
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|  | Other, please specify | | | | |  | | | |  |  |  |

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| **Ethnic origins:** | White | |  |  | Indian | | |  |  |  |  |  | |
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|  | Pakistani | |  |  | Bangladeshi | | |  |  |  | Ethnic origin | | |
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|  | Chinese | |  |  | Irish Traveller | | |  |  |  |  | |  |
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|  | Black African | |  |  | Black Caribbean | | |  |  |  |  | | |
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|  | Black other, please specify | | | | |  | | | |  |  | |  |
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|  | Mixed ethnic group, please | | | | |  | | | |  |  | |  |
|  | specify | | | | |  | | | |  |  | |  |
|  | Other, please specify | | | | |  | | | |  |  | |  |

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| 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 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: |  | | | | | | | |  |  | |
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| If no, have you ever had a disability? | |  | Yes |  |  | No | |  |  | History |  |

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|  | | | | | | | | | | | | | | | | | | | | | | | **Official use only:** | |
| **Persons with and without dependants:** | | | | | | | | | | | | | | | | | | | | | | |  | |
| Have you any caring responsibility? | | | | | | | | | | | |  | Yes |  |  | | No | | |  | |  | Dependants | |
|  | | |  | | |  | |  | |  | | | |  | |  | |  | | | | |  |  |
|  | Children |  | |  | Relative | |  | |  | | A person with a disability | | | | | | | |  | |  | |  |  |
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|  | | | Other, 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 |  |  |  |  | |

**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, please specify |  | | | |  | Religious belief | |
|  |  |  | | | |  |  |
| No religious belief |  |  |  |  | |  | |
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| Not disclosed |  |  |  |  | |  | |

1. Policy formulation includes research, appraisal and drafting for a statutory development plan process as set out in The Planning (Local Development Plan) Regulations (Northern Ireland) 2015 [↑](#footnote-ref-1)
2. policy frameworks encompass statutory planning documents such as Supplementary Planning Guidance and adopted statutory masterplans or other strategic policy documents that form part of the statutory process such as Transport or Infrastructure Plans [↑](#footnote-ref-2)