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# Job description

**Date:** 6 October 2020

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**Department:** City and Neighbourhood Services

**Post number:** 1933

**Section:** Good Relations

**Job title:** **Traveller Support Officer (Peace IV) - Fixed Term Contract**

**Grade:** SO1

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## Main purpose of job

To be responsible to the Building Positive Relations (BPR) Thematic Project Manager for the development, implementation and delivery of the PEACE IV Traveller Support Project, supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body (SEUPB).

This post will require:

- the development and implementation of Belfast City Council's PEACE IV Traveller Support project;
  - ensuring full allocation and spend of funding in compliance with SEUPB and council regulations;
  - fulfilment of the aims and objectives of the PEACE IV Traveller Support Project as set out in the Belfast City Council Local PEACE IV Action Plan, and
  - coordinating PEACE IV Traveller Support Project communications activities, building positive relations at a local level and promoting peace and reconciliation.
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## Summary of responsibilities and personal duties

1. Report to the Building Positive Relations Thematic (BRP) Project Manager as required to ensure successful delivery of the Travellers Support Project.
  2. Report into the Traveller Interagency Forum and the PEACE IV governance framework team on a regular basis.
  3. Liaise with a range of internal and external stakeholders, including community organisations, in order to achieve the development and delivery of the Traveller Support Project.
  4. Lead in the development and roll out of appropriate training and development opportunities for consortia relating to the project.
  5. Prepare and undertake invitations of expressions of interest, tenders and quotations for programmes of work relating to the Traveller Support Project.
  6. Lead with the assessment of tenders and bids for programmes of work relating to the Traveller Support Project.
  7. Responsible for the management of contractors or temporary assigned staff, as and when required.
  8. Manage the development, award and monitoring of contracts in keeping with the requirements laid down by the SEUPB and Belfast City Council, within the postholder's sphere of responsibility.
  9. Ensure that guidelines and advice is provided to those in receipt of funding from SEUPB in relation to the regulatory requirement laid down by SEUPB and council standards.
  10. Responsible for the administration and management of the project in line with PEACE IV Programme regulations, with support and guidance from the PEACE IV Secretariat.
  11. Monitor the projects' budgets and assist the PEACE IV Secretariat with financial and reporting procedures for the project, ensuring these are in keeping with SEUPB and council standards.
  12. Responsible for the appropriate qualitative monitoring and evaluation of the PEACE IV Traveller Support project in keeping with the requirements laid down by SEUPB and council's PEACE IV governance framework.
  13. Oversee the day-to-day implementation of the project, including all visits, capacity building, events and exhibitions in liaison with the Traveller Liaison Officer.
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14. Develop and maintain effective partnership approaches and relationships both internally and externally promoting peace and reconciliation.
  15. Prepare comprehensive reports on PEACE IV Traveller Support project related issues, for a range of internal and external stakeholders.
  16. Participate as directed in the council's recruitment and selection procedures.
  17. 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.
  18. Act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
  19. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the City Council.
  20. Undertake such other relevant duties as may from time to time be required, as directed by the appropriate officer.

**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.**

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# Employee specification

**Date:** 30 September 2020

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**Department:** City and Neighbourhood Services

**Post number:** 1933

**Section:** Good Relations

**Job title:** Traveller Support Officer (Peace IV) – Fixed Term Contract

**Grade:** SO1

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## Essential criteria

### Qualifications and experience

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

- have a relevant third level qualification or equivalent qualification; **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following areas:  
**or**
  - be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the following areas:
    - a) developing and implementing community projects specifically with the Traveller Community or other ethnic minority groupings including monitoring of budgets and preparation of reports for a range of internal and external stakeholders;
    - b) taking a lead role in all procurement activities for programmes of work relating to projects and managing the development, award and monitoring of all contracts; and
    - c) developing and maintaining effective partnerships with other statutory and community sector service providers.
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## Special skills and attributes

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

**Technical knowledge:** knowledge and understanding of the culture, traditions and issues affecting the Traveller or other ethnic minority communities.

**Partnership working skills:** the ability to establish good working relationships and work in partnership with a wide range of stakeholders across different sectors to develop and deliver a shared agenda to meet common objectives.

**Community engagement skills:** the ability to engage and liaise with local people to address their concerns and develop solutions to local issues.

**Project management skills:** awareness of and the ability to follow project management processes from inception to implementation, ensuring all appropriate consents and approvals are in place.

**Communication skills:** a high degree of literacy with the ability to write reports, memos and letters on highly complex or sensitive issues and effective and highly developed oral communication skills; appropriate to the audience.

**Work planning skills:** the ability to plan and organise own workload to meet deadlines with the flexibility to undertake a varying and changing range of tasks.

**Performance management skills:** a good understanding of the management of performance and continuous improvement; with the ability to set targets or goals for projects and monitor performance against targets and identify and implement improvements.

**Political sensitivity skills:** the ability to effectively manage relationships with elected members, the media, the public and other bodies dealing with sensitive issues and maintaining positive public relations.

**Financial skills:** the ability to prepare project budgets and expenditure plans and manage project accounts within approved parameters. Also, the ability to take a lead role in all procurement activities for programmes of work relating to projects and managing the development, award and monitoring of all contracts.

### Short-listing criterion

In addition to the above qualifications and, or 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 on the application form, by providing personal and specific examples, either two years' or three years' relevant experience (as outlined above) in all three of the above noted areas.

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## **Belfast City Council**

### **Terms and conditions of employment**

**Traveller Support Officer (Peace IV) (SO1) (Part-time – 20 hours per week)**  
**(There is currently one fixed term contract post until 31 December 2021, subject to review)**

### **Good Relations Section**

### **City and Neighbourhood Services Department**

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#### **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, from 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 will 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](mailto: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 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. For generic-type posts, this may include posts in another department.

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

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

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

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

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

**This is a fixed term contract post until 31 December 2021, subject to review. An existing permanent employee of Belfast City Council will, if successful, retain the right to return to their substantive post at the conclusion of the fixed term contract. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract with no automatic right to revert back to his/her temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a fixed term contract but with no automatic right to revert back to his or her original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post. Existing council employees who are currently placed on furlough, will be required to return from furlough to commence in this 'fixed term contract' post.**

**This is a part-time post and terms and conditions will be applied on a pro rata basis.**

### **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 and 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 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 etc. at the closing date for applications.

### **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 SO1, SCP 23 to 25, £27,741 - £29,577 per annum (pro rata to hours worked) (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.

**Applicants should note that the above salary is based on a 37 hour working week. Payment for this post will be on a pro rata basis that is, the salary will be based only on the contractual number of hours worked (as outlined below under Hours of duty).**

### **Location**

The person appointed will be based initially in the Cecil Ward Building, 4-10 Linenhall Street, Belfast but will be required to work in and/or visit other locations.

**Please note, given the uncertainty of the ongoing situation with Covid 19 (Coronavirus) and the closure of council buildings, you may be asked, in the first instance, to report to a different location, work from home and/or be reassigned or redeployed to another area of work within the council.**

### **Pre-employment checks**

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

**If the person appointed acquires a conviction throughout the course of his/her employment with Belfast City Council, he/she must bring this to the attention of his/her line manager/departmental HR representative. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.**

Please note that if an applicant is recommended for appointment he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. An existing employee currently undertaking a temporary project/cover/review post will not be able to continue working for the remaining duration of this temporary post prior to taking up a permanent post, even if this temporary post is of a higher grade.



### **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 incorporated into the contract of employment.

### **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.

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

Please note if you are an applicant with previous local authority service in England, Scotland, Wales etc., you are advised to clarify your particular situation with regard to the continuity of this service, prior to accepting an offer of appointment from Belfast City Council.

### **Service and hours of duty**

The hours of duty are 20 per week, working five days per week, Monday to Friday, 9am to 1pm. Limited flexible working may be available. However, the person appointed will be required to start and finish work at specific times that suit the operational needs of the service and she/he will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

### **Annual leave**

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes.

A person appointed on the standard full time hours of 37 per week will be entitled to 170.2 hours (23 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 37 hours (5 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

**For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).**

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

### **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

**Sick pay will be paid on a pro rata basis in accordance with the scheme.**

### **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)).

### **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:

<b>Continuous service</b>	<b>Period of notice</b>
One month or more but less than two years	Not less than one week
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

If applicable, for existing employees appointed on the basis of a 'temporary project' post, it is usual to give one week's notice to terminate this temporary arrangement. Your statutory notice periods which relate to your substantive post with the council remain unchanged.

### **Probationary period**

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, and during this time one week's notice will be given by the council to terminate employment.

### **Interview expenses**

Reimbursement of interview expenses is not available.

### **Receipt of applications**

Completed applications must be emailed to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by 4pm on **Monday, 9 November 2020**.

**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.**

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 **via [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk)** 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 **Wednesday, 11 November 2020**. 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 **Tuesday, 24 November 2020 and, or Wednesday, 25 November 2020** via MS Teams.

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.



Energising Belfast together



Belfast  
City Council



Riailtas na hÉireann  
Government of Ireland



HR reference  
0000000853/

This project is supported by the European Union's PEACE IV Programme, managed by the Special EU Programmes Body

## Belfast City Council

Application for appointment as:

**Traveller Support Officer (Peace IV) (SO1) (20 hours per week)**  
**(There is currently one fixed term contract post until 31 December 2021, subject to review)**

**Good Relations Section**

**City and Neighbourhood Services Department**

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 9 November 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.**

**If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please call 028 9027 0640**

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



**Belfast  
City Council**

**Section 1: Personal details**

Are you currently employed by Belfast City Council?

Yes  No

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes  No

If yes, please state your reason for leaving:

**1. Your details**

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

**3. Other information**

National insurance number:

**Section 2: Qualifications and employment history**

**4. Qualifications**

- (a) Details of qualifications obtained (please refer to employee specification):  
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.  
**If applicable, applicants must, as at the closing date for receipt of application forms, have a relevant third level qualification or equivalent qualification. Please detail your relevant qualification below:**

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

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

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

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

## 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:

### Section 3: Experience

5.

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

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.

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

- have a relevant third level qualification or equivalent qualification; **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following areas:  
**or**
- be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the following areas:
  - a) developing and implementing community projects specifically with the Traveller Community or other ethnic minority groupings including monitoring of budgets and preparation of reports for a range of internal and external stakeholders;
  - b) taking a lead role in all procurement activities for programmes of work relating to projects and managing the development, award and monitoring of all contracts; and
  - c) developing and maintaining effective partnerships with other statutory and community sector service providers.

#### **Short-listing criterion**

In addition to the above qualifications and, or 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 on the application form, by providing personal and specific examples, either two years' or three years' relevant experience (as outlined above) in all three of the above noted areas.

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

- (a) 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 the community projects that you have developed and implemented, how these projects were specifically with the Traveller Community or other ethnic minority groupings, the steps you took to develop and implement these projects; the budgets that you monitored within these projects, the size of these budgets and the steps you took to monitor them; the range of reports that you prepared, the nature of these reports and the steps you took to prepare them, the range of internal and external stakeholders for whom you prepared these reports, etc.
- (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 the procurement activities that you undertook for programmes of work relating to projects, how you took a lead role in these activities, what the programmes of work were for, how they related to your specific projects; the range of contracts that you managed the development, award and monitoring of, what these contracts were for, the steps you took to develop, award and monitor these contracts, 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 the partnerships that you have developed and maintained with statutory and community sector service providers; the statutory and community sector service providers that you worked in partnership with, the purpose of these partnerships, the steps you took to develop and maintain these partnerships, the outcome of these partnerships, how they were effective, etc



**(5a)**

**Please demonstrate in this box, by providing personal and specific examples, that you have either at least one year's or two years' relevant experience (as outlined in the Employee Specification) of developing and implementing community projects specifically with the Traveller Community or other ethnic minority groupings including monitoring of budgets and preparation of reports for a range of internal and external stakeholders.  
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate either at least two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

**(5b)**

**Please demonstrate in this box, by providing personal and specific examples, that you have either at least one year's or two years' relevant experience (as outlined in the Employee Specification) of taking a lead role in all procurement activities for programmes of work relating to projects and managing the development, award and monitoring of all contracts. (Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate either at least two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

**(5c)**

**Please demonstrate in this box, by providing personal and specific examples, that you have either at least one year's or two years' relevant experience (as outlined in the Employee Specification) of developing and maintaining effective partnerships with other statutory and community sector service providers.**

**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate either at least two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

**Section 4: Other information**

6. Notice required to terminate present position:

7. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). 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.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer referee (or character reference if applicable):

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

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.

Signed:

Date:



**Equal opportunity monitoring form**

HR Reference number: 0000000853/

Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.

**This questionnaire will not be seen by either the short-listing or interview panels.**

**Personal details:****Official use only:**

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

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

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

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

Do you, in accordance with the above, have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>
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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

**Official use only:**

Dependants

Children

Relative

A person with a disability

Other, please specify

**Religious affiliation or community background:**

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

Code

I am a member of the Roman Catholic community

Method

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

**Please note:** If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

**Religious belief or tradition:**

Please specify your religious belief, for example, Christian, Hindu, Muslim, please specify

Religious belief

No religious belief

Not disclosed

**Additional information:**

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

Belfast Telegraph

Irish News

Newsletter

Sunday Life

Specialist journal

HR jobline

Council trawl

Council website

Nijobfinder.co.uk

Facebook

Twitter

Word of mouth

Department of Learning, Jobs and Benefits

Localgovernmentjobsni.gov.uk

Other, please state where:

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