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# Job description

Date:

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**Department:** City and Neighbourhood Services

**Post number:** 1762

**Section:** Good Relations Unit

**Job title:** **Project Manager - PEACE IV**

**Grade:** PO4

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## Main purpose of job

To be responsible to the Good Relations Manager, through the relevant officer, for the successful implementation and delivery of Belfast City Council PEACE IV Local Action Plan under the Special European Union Programmes Body's (SEUPB) PEACE IV funded programme.

The postholder will specifically:

- Facilitate, manage and oversee the development, implementation and performance management of the relevant PEACE IV projects, under the strategic themes of Children & Young People, Building Positive Relations and Shared Spaces and Services.
- Lead and deliver on all aspects of the assigned projects relevant PEACE IV strategic theme include developing and building relationships with communities and ensuring strong links with the community and voluntary sector and key stakeholders across Belfast.
- Implement a monitoring and performance management system to monitor, evaluate and support the PEACE IV strategic themes and identify and pursue opportunities in relation to peace building.
- Report, advise and make recommendations to internal / external officers, working groups and project teams in relation to the PEACE IV strategic themes highlighting any issues.
- Support the core aims and objectives of the PEACE IV Programme, promote reconciliation and identify and pursue opportunities that seek to reinforce progress towards a peaceful and stable society.

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## Summary of responsibilities and personal duties

1. Responsible for the effective management and coordination of the delivery of allocated PEACE IV projects in line with the Council's PEACE IV Local Action Plan and the regulatory requirements as specified by the SEUPB.
2. Ensure internal delivery and/or external procurement of relevant services and expertise, in conjunction with officers from the Procurement Unit, ensuring that all appropriate commercial considerations are managed and maintained across projects.
3. Prepare and validate any tendering process including advising on and assisting in the negotiation and appointment of bidders and bid evaluations to ensure project delivery and optimal value for money are achieved.
4. Work in partnership with appointed service delivery organisations and partners to achieve project objectives, targets and outcomes and build strong working relationships and effective communication with all appropriate stakeholders, including local communities, community and voluntary organisations, statutory agencies, the Shared City Partnership and Elected Members of Belfast City Council.
5. Influence, mediate and facilitate between and within a range of service delivery organisations and also ensure effective engagement of all stakeholders, including communities in relevant thematic areas.
6. Lead on and co-ordinate all aspects of the strategic projects ensuring effective project management of allocated resources, making recommendations and improvements in accordance with the Council's and the SEUPB policies.
7. Identify synergies and interdependencies between projects identifying opportunities for efficiencies and value for money.
8. Provide advice and support all relevant stakeholders in ensuring allocated projects promote equality, fairness and good relations in its operation and delivery.
9. Develop and implement effective joint working between stakeholders to include suitable partnership / sub-committee approaches by developing collaborative approaches, strengthening partnership and building positive relationships.
10. Identify problems and challenges affecting project implementation and develop and implement solutions.
11. Develop, implement and maintain engagement and consultation approaches with communities and key stakeholders to ensure participation and involvement in PEACE IV projects
12. Work with relevant internal and external officers who will contribute the technical expertise required from the procurement stage through to final delivery of all project objectives, targets and outcomes.
13. Develop and deliver collaborative activities to build the capacity of communities, promote cross community relationships and address social issues.
14. Lead and manage the changes and challenges in establishing and developing collaborative working arrangements, engagement and participation.
15. Research and keep under review new developments and best practice to make appropriate recommendations for change, policy development and sharing of knowledge.

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16. Develop good team working relationships with other staff within the Good Relations Unit to ensure complementarity of roles with a view to improving service delivery.
  17. Responsible for the day to day line management of allocated staff, in line with corporate, departmental and unit procedures, including workload, quality of work, training/ development of assigned staff.
  18. Implement and maintain systems to ensure the effective management of contract awards to ensure achievement of targets, in accordance with the Council's and the SEUPB policies, financial regulations and standing orders.
  19. Responsible for performance management systems, procedures, records and project files to ensure the projects work is completed to agreed quality, time and budget indicators as directed by council and SEUPB.
  20. Establish processes to identify, manage and address project risks and issues and initiate corrective action where necessary, adhering to project change/variation management procedures.
  21. Prepare relevant financial reports, draft estimates, grant claims for reimbursement and monitoring financial performance in accordance with the Council's and the SEUPB policies, financial regulations and standing orders.
  22. Responsible for reporting on project deliverables and make recommendations and improvements, as required to the Programme Board and appropriate stakeholders including committees, Council and SEUPB.
  23. Develop and recommend innovative approaches for the sustainability and mainstreaming of projects and new opportunities after the funding period.
  24. Ensure the use of best practice across the different aspects of the project including good relations, community development, safeguarding, data management, health and safety, etc.
  25. Develop and implement project specific communication activities that comply with SEUPB guidelines, corporate communications strategies and support a 'one council' approach.
  26. Promote the project across the various stakeholders, partners and funders and ensure effective communication channels are established throughout the projects.
  27. Liaison with the PEACE IV programme management and related projects to ensure that work is delivered in accordance with funding requirements, including adherence to the programme guidelines in relation to the regulatory requirements as stipulated by the SEUPB.
  28. Participate as required in the council's recruitment and selection, disciplinary, grievance, absence management, induction and in-service training and any other internal processes.
  29. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety and any pertinent legislation.
  30. Carry out any other relevant duties as directed by the Good Relations Manager.
  31. Undertake the above duties in such a way as to protect and enhance the reputation and public profile of Belfast City Council and all partner agencies.

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**This job description has been written at a time of significant organisational and structural 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:** 6 July 2021

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**Department:** City and Neighbourhood Services

**Post number:** 1762

**Section:** Good Relations Unit

**Job title:** **Project Manager – PEACE IV**

**Grade:** PO4

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## Essential criteria

### Qualifications and, or experience

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

- have a third level qualification in a relevant subject such as Business Studies, Social Science, Public Administration, Law or an 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) taking a lead role in the coordination, management and implementation of strategic projects in areas of work related to this role, including performance management and management of significant budgets, particularly in relation to EU funding;
  - b) managing complex peace and reconciliation or good relations projects including initiating, developing, promoting and managing multiple projects, events and activities; and
  - c) working with and influencing a range of internal and external stakeholders, including partnerships or agencies, to achieve specific outcomes.

### Special skills and attributes

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

**Communication and influencing skills:** the ability to demonstrate highly effective presentation and oral and written communication skills capable of influencing and persuading a wide range of internal and external audiences and the ability to write complex reports within tight timeframes. The ability to persuade and influence others, build rapport and maintain the engagement and commitment of others to secure their support

**Teamwork and leadership skills:** the ability to lead a project team to achieve team objectives and to develop high levels of communication and cooperation between team members and a performance management culture and to work as a team member to contribute to team objectives.

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**Project management and work planning skills:** the ability to manage and plan multiple projects, within agreed parameters of cost, timescales and quality, to ensure objectives are met, whilst ensuring financial and resource control and management at service level.

**Technical knowledge:** knowledge of current developments in peace building, good relations, community issues and other relevant areas such as capital programme development with a clear understanding of equality principles and the ability to apply them in service provision.

**Analysis, problem solving and decision making skills:** the ability to analyse and interpret complex issues, to exercise critical judgement, to take effective decisions to arrive at practical solutions and successful outcomes and to collate complex data and information.

**Performance management skills:** the ability to performance manage projects including the setting of objectives and targets, monitoring criteria and evaluation performance measures.

**Political sensitivity skills:** the ability to work in a local political environment with awareness, sensitivity and commitment to working closely with elected politicians, partners and local organisations and maintaining positive public relations.

**Partnership working skills:** the ability to form, maintain and enhance partnership working with internal and external stakeholders, networks and communities to build consensus around key projects.

## Shortlisting criterion

In addition to the above qualification and, or experience, Belfast City Council reserves the right to shortlist 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, that they have a third level qualification in a relevant subject and at least two years' relevant experience **or** at least three years' relevant experience in each of the aforementioned three areas, (a) – (c).

## **Belfast City Council**

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

#### **Project Manager (PEACE IV) (Building Positive Relations Theme) (PO4) Fixed term contract post until 30 June 2022, with the possibility of extension subject to confirmation of additional funding and further review**

### **Good Relations Unit**

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

If you are offered and you accept a temporary position e.g. a temporary part-time position for 3 months, and another temporary part-time position arises from the same recruitment campaign e.g. for 1 year, regardless of whether or not you are still working in your temporary part-time position, you will not be offered any further temporary part-time position. However, in certain circumstances, when all relevant applicants on the reserve list for temporary vacancies, full-time or part-time, have been offered opportunities for which they expressed a preference on their application form, and if the timing of the reserve list is still valid and there are still temporary vacancies to fill before the reserve list expires, the council reserves the right to 'revisit' the reserve list in strict order of merit. This is the only time when an individual who has been appointed to a temporary position e.g. a temporary part-time position can be offered another temporary part-time position.

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.

**There is currently one fixed term contract, full-time post until 30 June 2022, with the possibility of extension subject to confirmation of additional funding and further review. Please note, the current post is in the Building Positive Relations Theme but other posts may become available and be filled from the reserve list in other temporary Project Manager – PEACE IV posts. 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.**



## **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. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they were 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 PO4, SCP 35 to 38, £38,890 - £41,881 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

## **Location**

The person appointed will be based initially in 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, the person appointed 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 their employment with Belfast City Council, they must bring this to the attention of their 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.

### **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 and the Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

*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 37 per week, working five days per week, Monday to Friday. Flexible working hours are in operation between 7.30am and 6.30pm, with set core times that the person appointed must be in work. However, the person appointed 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

### **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, it is usual to give one week's notice to terminate a temporary project/ cover/ review post 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 received by email to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by 4pm on **Monday, 16 August 2021**.

**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 their 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 **Friday, 3 September 2021**. 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 either or both of these dates: Monday, 13 and, or Tuesday, 14 September 2021** and **are likely to be held 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.

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

## Belfast City Council

Application for appointment as:

### Project Manager (PEACE IV) (PO4)

(There is currently one full time post until 30 June 2022, with the possibility of extension subject to confirmation of additional funding and further review (Building Positive Relations theme)  
Other full-time, part-time, fixed term contract and temporary posts may be filled from a reserve list.)

Good Relations Unit

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 16 August 2021**.

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**

In addition to filling the immediate vacancy, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner.

Therefore, should a similar post to the immediate vacancy become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

**These posts will be on fixed term/temporary basis and may be working full-time or part-time hours.**

Please indicate below whether you would be interested in working full-time or part-time hours by ticking the appropriate box.

**If you are interested in both full-time and part-time positions, please tick (✓) both boxes.**

**Hours of work:**

**Full-time**  **Part-time**

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

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

**It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you wish to be considered for full-time hours only and a part-time post becomes available, we will not offer you this part-time post.**

**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 applications, have a third level qualification in a relevant subject such as Business Studies, Social Science, Public Administration, Law or an equivalent qualification.**  
**Please detail your relevant qualification(s) 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.

#### Essential criteria

Applicants **must**, as at the closing date for receipt of applications,

- have a third level qualification in a relevant subject such as Business Studies, Social Science, Public Administration, Law or an 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) taking a leading role in the coordination, management and implementation of strategic projects in areas of work related to this role, including performance management and management of significant budgets, particularly in relation to EU funding;
  - b) managing complex peace and reconciliation or good relations projects including initiating, developing, promoting and managing multiple projects, events and activities; and
  - c) working with and influencing a range of internal and external stakeholders, including partnerships or agencies, to achieve specific outcomes.

#### Shortlisting criteria

In addition to the above qualification and, or experience, applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, that they have a third level qualification in a relevant subject and at least two years' relevant experience or three years' relevant experience (as outlined above) in each of the aforementioned three areas.

#### In boxes (a) – (c) below, 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 strategic projects you have managed, how they are relevant to this role, how you coordinated and implemented these projects, how you performance managed these projects, the significant project budgets you were responsible for, the size of these budgets, any EU funding you have managed, how you dealt with any issues in managing strategic projects, 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 peace and reconciliation or good relations projects you have managed, how these were complex projects, how you developed, promoted and managed multiple projects, how you developed, promoted and managed events for these projects, how you developed, promoted and managed activities as part of these projects, how you dealt with any issues that occurred, 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 range of internal and external stakeholders you have worked with, what you worked with these stakeholders on, how you influenced these stakeholders, the partnerships or agencies you have worked with, the specific outcomes that you worked with these stakeholders on, etc.

a) Applicants **must** demonstrate here, by providing personal and specific examples, that they have one year's or two years' relevant experience (as outlined on the employee specification) of taking a leading role in the coordination, management and implementation of strategic projects in areas of work related to this role, including performance management and management of significant budgets, particularly in relation to EU funding.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate either two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

**b)** Applicants **must** demonstrate here, by providing personal and specific examples, that they have one year's or two years' relevant experience (as outlined on the employee specification) of managing complex peace and reconciliation or good relations projects including initiating, developing, promoting and managing multiple projects, events and activities.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate either two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

c) Applicants must demonstrate here, by providing personal and specific examples, that they have one year's or two years' relevant experience (as outlined on the employee specification) of taking a working with and influencing a range of internal and external stakeholders, including partnerships or agencies, to achieve specific outcomes.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate either 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: 0000001133/

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="text"/>
	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="text"/>
	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="text"/>
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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="text"/>
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If yes, please state nature of disability:	<input type="text"/>
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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: