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# Job description

**Date:** 7 November 2018

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**Department:** Legal and Civic Services

**Post number:** 1808

**Section:** Facilities Management, Security Unit

**Job title:** **Assistant Security Manager**

**Grade:** SO2

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## Main purpose of job

To be responsible to the Security Manager for:

- The organisation, training, deployment and supervision of all directly employed and contracted security staff and the CCTV Control Room;
- Ensuring that access to council properties is properly controlled;
- The security, health and safety aspects of civic and non-civic functions held in council facilities;
- Managing the operation of a 24-hour emergency callout/ quick response unit where required;
- The motivation, management and performance review of staff; and
- Liaising with statutory bodies, BCC departments and other agencies.

To represent the Security Manager within the post-holder's sphere of responsibility and to deputise for the line manager when required.

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## Summary of responsibilities and personal duties

1. To represent the Security Manager within the post-holder's sphere of responsibility.
2. To organise, deploy and manage all allocated resources in such a way as to secure optimal performance, and to supervise assigned staff in order to ensure that work is delivered in accordance with agreed quality, time and financial targets.
3. To ensure that designated council sites are secured and monitored outside of normal working hours in order to protect council assets including all fleet vehicles, building materials and other resources from theft or malicious damage.
4. To be responsible for security control room operations ensuring that staff are familiar with systems and processes including vehicle tracking systems and associated alarms as well as CCTV equipment used to monitor a number of council buildings and sites.
5. To supervise where appropriate the security operations connected with the evacuation of council premises due to an emergency or other situation arising.
6. To coordinate the deployment of both in-house and contracted security personnel and equipment in response to a specific security threat or large-scale council event.
7. To be responsible for refusing access to council property to unauthorised persons by virtue of Article 23(1) of the Public Order (Northern Ireland) Order 1987 or subsequent legislation, and for the removal from Council property of any person(s) acting in a disruptive or offensive manner.
8. To assist with the cost-effective management of the unit's budget through effective procurement and in terms of overtime allocation and other controllable staff costs.
9. To conduct personal development processes with staff, to prepare and deliver operational and technical staff training and to lead operational briefings where required.
10. To be responsible for and undertake systematic quality and activity monitoring of the performance of in-house and contracted staff, and to keep all associated records.
11. To have an intimate working knowledge and be responsible for the use, maintenance and safe operation of specialist security equipment (e.g. CCTV and alarm equipment; X-ray machine which scans incoming mail).
12. To be responsible for the sourcing and procurement of security uniforms and security related equipment within agreed budgets.
13. To be the primary point of contact for civic dignitaries, elected members and senior officers in respect of any situation requiring a Security response outside office hours or in the absence of the Security Manager, and to act as first responder and

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- liaise as necessary with the appropriate external agencies (e.g. PSNI, Fire, Ambulance etc.) and take all necessary action to control/remedy the situation.
14. To work in partnership and provide liaison and communications in support of the PSNI and other Security partners at times of operational need. To liaise with other council departments to ensure coordination of service delivery and to develop working relationships.
  15. To prepare duty rotas for staff and to provide all associated payroll and time and attendance data as required.
  16. To carry out quality control checks on fire, security and associated emergency procedures on a regular basis and to make recommendations for improvement if required; to complete all relevant logs and implement remedial action where appropriate.
  17. To act as the 'responsible person' as required for the purposes of the Public Entertainments Licensing Regulations with regard to functions taking place in council premises, and to liaise with other council services to ensure a welcoming and professional service.
  18. To help to create a welcoming and safe environment for visitors to Belfast City Council buildings and to provide appropriate customer service with a view to favourably enhancing the customer visitor experience.
  19. To carry out security surveys, inspections and audits at all assigned council properties and to report the results and make any necessary recommendations to the Security Manager.
  20. To provide specialist security advice upon request to interested parties to use and extract data from all CCTV, alarm monitoring and other hardware and software in use by the unit. To provide and manage captured CCTV footage to Law Enforcement agencies in support of criminal investigations. To assist in the compilation and maintenance of data required by contracted key holding services.
  21. To carry out risk surveys and complete the relevant risk assessments ensuring the establishment of safe systems of work, and to ensure that all assigned work is carried out by security staff with due regard to health and safety legislation and best practice.
  22. To represent the section on corporate groups, and to participate in working groups, project teams and other ad hoc groupings as directed by the Security Manager.
  23. To prepare in an accurate and timely manner all necessary written reports/records as requested by the Security Manager.
  24. To take responsibility for any allocated Belfast City Council vehicle when undertaking duties. This includes log book completion, driver's checks, fault reporting and ensuring that maintenance requirements are adhered to.

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25. To be responsible for the appropriate emergency response to the triggering of the Masternaut GPS vehicle Tracking System, which monitors the whole Belfast City Council Fleet.
  26. To act as the main key-holder for nominated council buildings and sites including the City Hall, CWB and 9 Adelaide, and to ensure effective management of same.
  27. To assist in the preparation and delivery of staff security awareness or educational campaigns as required.
  28. To act as a gatekeeper for SIA applications and to ensure that all Security Unit personnel have the necessary SIA licenses and to provide assistance during the licence renewal process.
  29. To assist the Security Manager in quality assurance monitoring of relevant security related contracts (e.g. manned guarding, key-holding, alarm monitoring etc.).
  30. To motivate and manage any staff, that may be assigned, to the post holder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
  31. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  32. To participate as directed in the council's recruitment and selection procedures.
  33. To 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.
  34. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  35. To undertake such other relevant duties as may, from time to time be required.

***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 they may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.***

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# Employee specification

**Date:** 5 August 2021

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**Department:** Legal and Civic Services

**Post number:** 1808

**Section:** Facilities Management, Security Unit

**Job title:** **Assistant Security Manager**

**Grade:** SO2

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## Essential criteria

### Qualifications and experience

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

- (a) have a full, current driving licence which enables them to drive in Northern Ireland or access to a form of transport which will enable the applicant to meet the requirements of the post in full<sup>1</sup>; and
- (b) have current, subsisting licences issued by the Security Industry Authority (SIA) for both Door Supervision Activities and Public Space Surveillance (CCTV) Activity.

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in two of the following three areas:

- (c) providing and managing a security function, at a supervisory level within a large organisation operating across multiple locations;
- (d) building and maintaining effective relationships at an operational and managerial level with a range of internal and external agencies; and, or
- (e) managing and delivering operational initiatives or services in a security environment including identifying and progressing opportunities to improve service delivery in keeping with organisational priorities.

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<sup>1</sup> Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However, please also be advised that given the business need for the post holder to drive to various Council sites for security related duties, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

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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:

**Staff leadership and development:** the ability to effectively oversee a team of employees and use tact and sensitivity when dealing with staff related issues in a cautionary, disciplinary or grievance context. The ability to empathise with and motivate staff, encourage participation and focus on outcomes. Able to display good coaching skills and offer sound advice.

**Communication skills:** excellent written and oral communication skills, reflecting a good understanding of security issues, ability to provide training, make presentations and have briefing skills; the ability to give clear concise information and to persuade and influence others.

**Information technology skills:** the ability to make effective use of IT systems and software packages and to understand how computer programmes and new technology can improve the delivery of effective security.

**Technical knowledge:** a clear and relevant understanding of the legislation that impacts on all aspects of the roles and responsibilities of a security department, as well as an intimate working knowledge of all operating and monitoring security systems.

**Analysis and decision-making skills:** the ability to analyse and interpret complex issues and exercise critical judgement in arriving at practical solutions.

**Work planning and organisational skills:** the ability to operationally prioritise, manage and oversee a team to ensure resources are effectively detailed to meet cooperate expectations.

**Customer care skills:** an awareness of the day to day operational relationship with both internal and external customers and the ability to communicate and problem solve effectively with both.

**Partnership working skills:** the ability to form, maintain and enhance working partnerships with a wide range of internal and external partners for the benefit of achieving objectives.

**Finance and resource management skills:** an understanding of budget management and control of non-financial resources including the ability to determine and plan resources required to meet specific objectives.

**Team working skills:** capable of working both independently and as part of a team.

## Short-listing criteria

In addition to the qualifications and experience above, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms:

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in all three of the aforementioned areas (c) to (e);
- in the second instance, can demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in all three of the aforementioned areas (c) to (e); and
- in the third instance, have a qualification in a security related subject such as a BTEC Level 4 in Security Management, Security Surveying, Emergency Planning or an equivalent qualification, etc.

## **Belfast City Council**

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

#### **Assistant Security Manager (SO2) (Two permanent posts)**

#### **Facilities Management Section (Security Unit)**

#### **Legal and Civic Services Department**

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#### **Job applicant privacy notice**

Belfast City Council is the Data Controller under the UK General Data Protection Regulation (UK 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 consensually 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.

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 or eligibility to work in the UK.

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 may also be shared with external consultants appointed by the Council for the purposes of candidate attraction and selection, or for the purpose of language interpretation 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.

The Council is also required to collect more sensitive personal data (known as special category personal data) in order to monitor applications for equal opportunities purposes. The equality monitoring information is removed from your application pack before your job application is considered, and is retained in compliance with the council's Records Retention and Disposal Schedule. Your sensitive personal data will not be shared without your consent unless the law permits or places an obligation on the Council to do so.

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 [dataprotection@belfastcity.gov.uk](mailto:dataprotection@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 are two permanent, full-time posts.**

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, fixed-term or job-share 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.

## **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, licences and experience which are required for the post. Should an applicant be recommended for appointment to this post, they will be required to produce official original proof of any qualifications, licences, 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, licences, etc. at the closing date for applications.

The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, "access to a form of transport which enables them to meet the requirements of the post in full". Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. Please also be advised that, given the business need for the post-holder to drive to various Council sites for security related duties, the 'reasonableness' of this adjustment will be thoroughly assessed prior to any appointment being made.

## **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 SO2, SCP 26 to 28, £30,984 - £32,798 per annum (including weekend enhancement and shift working where applicable (*shift working allowance is currently under review*)) (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 City Hall, Belfast BT1 5GS but will be required to work in and/or visit other locations.

## **Pre-employment checks**

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via 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 their qualification, driving licence (both parts), current, subsisting licences issued by the Security Industry Authority (SIA) for both Door Supervision Activities and Public Space Surveillance (CCTV) Activity 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 their salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health 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 and obtain an Access NI Standard Disclosure Certificate. 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 they 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.

*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, as per the following shift rota (please note, these rotas are subject to review, for example a temporary rota may currently be in operation).

Week	Day	Start	Finish	Name
WEEK 1	SUNDAY	1400	2200	
	MONDAY	1400	2200	
	TUESDAY	<b>OFF</b>	<b>OFF</b>	
	WEDNESDAY	0600	1330	
	THURSDAY	0600	1400	
	FRIDAY	0600	1400	
	SATURDAY	<b>OFF</b>	<b>OFF</b>	
WEEK 2	SUNDAY	<b>OFF</b>	<b>OFF</b>	
	MONDAY	<b>OFF</b>	<b>OFF</b>	
	TUESDAY	2200	0530	
	WEDNESDAY	2200	0600	
	THURSDAY	2200	0600	
	FRIDAY	2200	0600	
	SATURDAY	2200	0600	
WEEK 3	SUNDAY	2200	0600	
	MONDAY	<b>OFF</b>	<b>OFF</b>	
	TUESDAY	1430	2200	
	WEDNESDAY	1400	2200	
	THURSDAY	1400	2200	
	FRIDAY	<b>OFF</b>	<b>OFF</b>	
	SATURDAY	0600	1400	
WEEK 4	SUNDAY	06.00	1400	
	MONDAY	06.00	1330	
	TUESDAY	06.00	1400	
	WEDNESDAY	<b>OFF</b>	<b>OFF</b>	
	THURSDAY	<b>OFF</b>	<b>OFF</b>	
	FRIDAY	1400	2200	
	SATURDAY	1400	2200	

When advised, you will be required for operational reasons to work outside of these hours 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. They may opt out of the

scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) ([www.nilgosc.org.uk](http://www.nilgosc.org.uk)).

### **Travel**

A van may be provided from time to time in order to carry out some of the duties of the post.

### **Uniform**

Uniform clothing will be issued by the relevant department. The wearing of such uniform clothing will be a pre-requisite of appointment and it must only be worn whilst on duty. Only in exceptional circumstances will items be replaced. All items of clothing and other issued equipment will remain the property of the relevant department. Facilities for changing and storage will be available.

### **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 this 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 [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by 4pm on **Monday, 3 October 2022**.

Please note that it is the candidate's responsibility to ensure that their application form is submitted and received in the Human Resources Section 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.

**We are unable to issue or receive any hard copy application forms, either by post or hand-delivered.**

**Short-listing and interview date**

It is envisaged that short-listing for this post will take place on **Wednesday, 5 October 2022**.

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 **Wednesday 12, Thursday 13 and, or Friday, 14 October 2022**.

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.

## Belfast City Council

Application for appointment as:

### Assistant Security Manager (SO2)

(There are currently two permanent full-time posts. Other full-time, part-time, temporary and permanent posts may be filled from a reserve list.)

Facilities Management Section (Security Unit)

Legal and Civic Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 3 October 2022.**

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 we are unable to issue or receive any hard copy application forms either by post or hand delivered. All application forms must be emailed to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk)**

**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**



In addition to filling the immediate vacancies, 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 vacancies become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

**These posts may be either on a permanent or temporary (including fixed term) basis and may be working full-time, part-time or job-share hours.**

Please indicate below whether you would be interested in a permanent or temporary (including fixed term) post working full-time or part-time hours by ticking the appropriate box.

**If you are interested in both permanent and temporary (including fixed term) positions, please tick (✓) both boxes.**

**Contract type:**

**Permanent**  **Temporary (including fixed term)**

**Hours of work:**

**Full-time**  **Part-time**  **Job-share**

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time 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 are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post. Similarly, 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, Mx, 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 current position held

### 4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):  
Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.  
**Applicants must, as at the closing date for receipt of application forms, possess current subsisting licences issued by the Security Industry Authority (SIA) for both:**
- Door Supervision Activities and
  - Public Space Surveillance (CCTV) Activity.

**In addition to the experience above, Belfast City Council reserves the right to short-list, in the third instance, only those applicants who, as at the closing date for receipt of application forms have a qualification in a security related subject such as a BTEC Level 4 in Security Management, Security Surveying, Emergency Planning or an equivalent qualification, etc.**

**Please detail your relevant qualifications 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: Driving licence and experience

- 5.
- (a) Do you hold a full, current driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full?\*
- \*Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence.**
- Yes  No

If you have answered yes to the above question, please also provide details of your driving licence number, start and expiry dates:

Licence number: \_\_\_\_\_ Start date: \_\_\_\_\_ Expiry date: \_\_\_\_\_

- (b) Do you hold current, subsisting licences issued by the Security Industry Authority (SIA) for Door Supervision Activities **and** Public Space Surveillance (CCTV) Activity?
- Yes  No

If you have answered yes to the above question, please also provide details of your SIA licence numbers, start and expiry dates:

Licence number: \_\_\_\_\_ Start date: \_\_\_\_\_ Expiry date: \_\_\_\_\_

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

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.

#### Essential criteria

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in two of the following three areas:

- (c) providing and managing a security function, at a supervisory level within a large organisation operating across multiple locations;
- (d) building and maintaining effective relationships at an operational and managerial level with a range of internal and external agencies; and, or
- (e) managing and delivering operational initiatives or services in a security environment including identifying and progressing opportunities to improve service delivery in keeping with organisational priorities.

#### Short-listing criteria

In addition to the experience above, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms:

- in the first instance can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in all three of the aforementioned areas c) to e).
- in the second instance can demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in all three of the aforementioned areas c) to e).

**In boxes (c) – (e) below, please provide the following detail:**

- (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. Please clearly detail your duties and responsibilities in this area; how you provided and managed a security function, how you did this at a supervisory level, the numbers of staff you supervised, the large organisation you worked in, demonstrating how the organisation is large and operated across multiple locations; etc.
- (d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. Please clearly detail your duties and responsibilities in this area; how you built and maintained effective relationships, who you built and maintained effective relationships with, how these relationships were both at an operational and managerial level, the range of internal and external agencies you worked with; etc.
- (e) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. Please detail how you have managed and delivered operational initiatives or services in a security environment, the security environment you worked in, what improvements you identified and progressed within the service you worked in, how these improvements were consistent with organisational priorities; etc.

**(c)** Applicants **must** demonstrate here, by providing personal and specific examples, that they have, at least one year's relevant experience of providing and managing a security function, at a supervisory level within a large organisation operating across multiple locations.  
**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least two years' experience in this area)**

Continuation sheets must not be used

**(d)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have, at least one year's relevant experience of building and maintaining effective relationships at an operational and managerial level with a range of internal and external agencies.  
**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least two years' experience in this area)**

Continuation sheets must not be used

**(e)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have, at least one year's relevant experience of managing and delivering operational initiatives or services in a security environment including identifying and progressing opportunities to improve service delivery in keeping with organisational priorities.

**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least two years' 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: 0000001740/

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:****Date of birth:****Gender Identity:**

How do you define your gender?

Male

Female

Prefer not to answer

I use another term (for example, Intersex, non-binary), please specify:

**Do you consider yourself to be trans\* or transgender\*\*?**

Yes

No

Prefer not to say

\*Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

\*\* Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

**Family status:**

Married

Single

Divorced

Separated

Widowed

Cohabitant

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

**Ethnic origins:**

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

Please state your nationality or citizenship (for example, British, Irish, Polish):

**Official use only:**

Dob

Gender Identity

Status

Ethnic origin

Nation

**Persons with and without a disability:**

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

**Do you, in accordance with the above, have a disability?**

Yes

No

Prefer not to answer

Disability

If yes, please state nature of disability:

**If No, have you ever had a disability?**

Yes

No

Prefer not to answer

History

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them.

Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our Helpline on **(028) 9027 0640** and we will be happy to help.

In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

**Official use only:**

**Persons with and without dependants:**

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes  No

Dependants

If yes, please tick the relevant box(es) below- you may tick more than one box

Children  Relative  A person with a disability

Prefer not to answer

Other, please specify:

**Sexual orientation:**

What best describes your sexual orientation?

- Bi
- Gay/lesbian
- Heterosexual/straight
- Prefer not to answer
- I use another term, please specify:

Orientation

**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
- I am a member of the Roman Catholic community
- I am a member of neither the Protestant nor Roman Catholic communities
- Prefer not to answer

Code

Method

**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:

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                         | <input type="checkbox"/> | Irish News         | <input type="checkbox"/> | Newsletter                   | <input type="checkbox"/> |
| Sunday Life                               | <input type="checkbox"/> | Specialist journal | <input type="checkbox"/> | LinkedIn                     | <input type="checkbox"/> |
| Council trawl                             | <input type="checkbox"/> | Council website    | <input type="checkbox"/> | Nijobfinder.co.uk            | <input type="checkbox"/> |
| Facebook                                  | <input type="checkbox"/> | Twitter            | <input type="checkbox"/> | Word of mouth                | <input type="checkbox"/> |
| Department of Learning, Jobs and Benefits | <input type="checkbox"/> | Executive search   | <input type="checkbox"/> | Localgovernmentjobsni.gov.uk | <input type="checkbox"/> |

Other, please state where: