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# Job description

**Date:** November 2020

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**Department:** Place and Economy

**Post number:** 1951

**Section:** Economic Development

**Job title:** **Employability and Skills Officer**

**Grade:** PO3

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## **Main purpose of job**

Reporting to the Employability and Skills Manager, the post will be responsible for:

Developing, leading and coordinating projects to support the delivery of priorities identified within the Employability and Skills Framework and the Belfast Agenda, in order to address economic inactivity, increase skills levels and deliver positive employment outcomes.

Managing assigned programmes of work which support the development and growth of the city and the economy, and which contribute to the ongoing delivery of the council's strategic priorities and the Belfast Agenda.

Developing and maintaining effective partnerships with other key organisations in both the public and private sectors to ensure a strategic, sustained and coordinated approach to employability and skills in the city.

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## Summary of responsibilities and personal duties

1. Contribute to the design, development and implementation of the Employability and Skills Framework and other relevant strategies, taking account of wider departmental and corporate objectives, including the ongoing delivery of the Belfast Agenda and the Belfast City Region Deal.
2. Identify, develop and appraise allocated projects in line with the Employability and Skills Framework and other relevant strategies in order to create employment opportunities, improve skills development and maximise opportunities to achieve positive employment outcomes.
3. Undertake relevant procurement exercises and effectively contract manage allocated projects within the Employability and Skills Framework in line with agreed outcomes and ensure appropriate financial and project management by project delivery agents.
4. Through employer and market place intelligence, build the business case for investment in a range of employability and skills initiatives in order to deliver opportunities and improve prosperity for the residents of Belfast, bringing together relevant partners as required.
5. Develop a range of targeted initiatives based on robust analysis, to create employability and skills opportunities within the city.
6. Identify, develop and maintain strategic partnerships with key agencies and individuals in the community, public, statutory and private sector in order to ensure a targeted and coordinated approach to employability and skills in the city.
7. Identify and pursue opportunities to work collaboratively with other Employability and Skills Officers and with colleagues across the Department and wider organisation in order to maximise the council's contribution to employability and skills and inclusive growth in the city.
8. Develop and cultivate local, national and international partnerships to share experience and best practice, develop relationships and exploit opportunities for the economic development of the Belfast City Council area.
9. Commission and carry out research which will track, monitor and evaluate the performance of the economy and will assist in the identification of appropriate mechanisms and initiatives to address the key employability and skills challenges in the city.
10. Draft reports, corporate briefings, policy responses and speeches for council members and officers and prepare committee reports.
11. Influence policy and strategy development both within council and with external agencies in order to support delivery of key strategic priorities.
12. Work with the Marketing and Communications team to develop and manage appropriate forms of communication in order to promote the work of the team including website, promotional materials, newsletters and press briefings.
13. Identify and attract relevant external funding opportunities to support the delivery of the employability and skills work programme and undertake the necessary applications and business cases required to access these resources.

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14. Implement effective monitoring, financial and administrative procedures pertaining to local government and external funder requirements.
  15. Represent Belfast City Council on all appropriate partnerships, strategic groups and advisory committees as required.
  16. Represent the Employability and Skills Manager as required.
  17. Organise events, conferences, exhibitions, visit programmes and other promotional activities.
  18. Participate as directed in the council's selection interview procedure.
  19. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  20. Participate in induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management procedures as appropriate.
  21. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  22. Undertake such relevant duties as may from time to time be required.

**This job description has been written at a time of significant organisational change and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.**

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# Employee specification

**Date:** 6 January 2021

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**Department:** Place and Economy

**Post number:** 1951

**Section:** Economic Development

**Job title:** **Employability and Skills Officer**

**Grade:** PO3

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## Essential criteria

### Qualifications and 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 education, youth work, careers guidance, business studies, management, human resource management or an equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, that they have at least one year's relevant experience in two of the following three areas:

**or**

- be able to demonstrate on the application form, by providing personal and specific examples that they have at least two years' relevant experience in two of the following three areas:
  - (a) developing, monitoring and managing the successful implementation and delivery of employability or skills projects to address specific challenges including project and financial management of employability projects and ensuring compliance with relevant corporate policies or funder requirements;
  - (b) proactively engaging with employers across a range of occupational sectors to co-design employability or skills interventions directly linked to employment opportunities or development of vocationally relevant career prospects; and, or
  - (c) developing and leading partnerships with external organisations or in professional project teams to successfully deliver projects and to meet identified employability priorities.

### Special skills and attributes

Applicants must possess the following skills and attributes which may be tested at interview:

**Communication skills:** the ability to prepare briefings and presentations and write clear analytical reports and the ability to make presentations, deliver workshops and influence and persuade a range of audiences on complex issues.

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**Project management skills:** good organisational skills with the ability to initiate, develop, manage and monitor complex projects and to oversee effective delivery by third party organisations.

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

**Analysis and decision making skills:** the ability to produce and implement new ideas and innovative solutions and the ability to make decisions which will contribute to enhanced project delivery.

**Technical knowledge:** knowledge of local and wider economic issues with recognition of key economic challenges and drivers in the city and identification of both the strategic and operational role for local government in addressing these.

**Resource management skills:** the ability to manage and monitor project budgets and associated project resources.

**Team-working skills:** the ability to work within a small team to ensure the delivery of agreed work objectives.

**Political sensitivity skills:** the ability to treat confidential matters with the appropriate discretion and the ability to work with elected representatives with an appreciation of the sensitivities of working in a political environment.

### **Short-listing criteria**

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

- in the first instance, can demonstrate either a relevant third level qualification and one year's relevant experience **or** two years' relevant experience (as outlined above) in each of the aforementioned three areas (a – c); and
- in the second instance, can demonstrate either a relevant third level qualification and two years' relevant experience **or** three years' relevant experience (as outlined above) in each of the aforementioned three areas (a – c).

## **Belfast City Council**

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

#### **Employability and Skills Officer (PO3) Six permanent posts**

#### **Economic Development Section**

#### **Place and Economy 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**

**There are currently six permanent, full time posts.**

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 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, experience, etc. which are required for the post. Should an applicant be recommended for appointment to this post, he or she will be required to produce official original proof of any qualifications, etc. he or she relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that he or she was in possession of such qualifications, etc. at the closing date for applications.

## **Remuneration**

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO3, SCP 32 to 35, £35,745 - £38,890 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 9 Adelaide, 9 – 21 Adelaide Street, Belfast but will be required to work in and/or visit other locations.

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

### **Pre-employment checks**

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

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

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

Please note that if an applicant is recommended for appointment he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made.

### **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:

#### **Continuous service**

One month or more but less than two years

#### **Period of notice**

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

### **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 4pm on **Thursday 4 February 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 his or her application form is **submitted and received in the Human Resources Section via [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk)** by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

### **Short-listing and interview date**

It is envisaged that short-listing for this post will take place on **8 February 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 **15, 16, 17, 18 and/or 19 February 2021** and will take place 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.

## Belfast City Council

Application for appointment as:

### Employability and Skills Officer (PO3)

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

Economic Development Section

Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday 4 February 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 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 basis and may be working full-time or part-time 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 positions, please tick (✓) both boxes.**

**Contract type:**

**Permanent**  **Temporary**

**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 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, Dr etc)

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

**3. Other information**

National insurance number:

**Section 2: Qualifications and employment history**

**4. Qualifications**

- (a) Details of qualifications obtained (please refer to employee specification):  
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.  
**If applicable, applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as education, youth work, careers guidance, business studies, management, human resource management or an equivalent qualification.**  
**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: 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 application forms, either:

- have a third level qualification in a relevant subject such as education, youth work, careers guidance, business studies, management, human resource management or an equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, that they have at least one year's relevant experience in two of the following three areas:

**or**

- be able to demonstrate on the application form, by providing personal and specific examples that they have at least two years' relevant experience in two of the following three areas:
  - (a) developing, monitoring and managing the successful implementation and delivery of employability or skills projects to address specific challenges including project and financial management of employability projects and ensuring compliance with relevant corporate policies or funder requirements;
  - (b) proactively engaging with employers across a range of occupational sectors to co-design employability or skills interventions directly linked to employment opportunities or development of vocationally relevant career prospects; and, or
  - (c) developing and leading partnerships with external organisations or in professional project teams to successfully deliver projects and to meet identified employability priorities.

#### Short-listing criteria

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

- in the first instance, can demonstrate either a relevant third level qualification and one year's relevant experience or two years' relevant experience (as outlined above) in each of the aforementioned three areas (a – c); and
- in the second instance, can demonstrate either a relevant third level qualification and two years' relevant experience or three years' relevant experience (as outlined above) in each of the aforementioned three areas (a – c).

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

- a) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the employability or skills projects you have developed, monitored and managed to successful implementation and delivery; how these employability or skills projects addressed specific challenges; any outcomes; how you project managed these employability or skills projects including steps you took; how you managed the finances for employability projects; how you ensured compliance with relevant corporate policies or funding requirements, 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 employability or skills interventions that you have co-designed; the range or occupational sectors you co-designed them with; how you proactively engaged these sectors; the steps you took to co-design these interventions; how these interventions linked directly to employment opportunities or development of vocationally relevant career prospects for participants; the outcomes these interventions achieved, etc.

- c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the partnerships that you have developed and led; the external organisations that you worked in partnership with; the professional project teams that you worked in partnership with; the successful projects that you delivered; the identified employability priorities you achieved with these partnerships or project teams; any outcomes, etc.

**a)** Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of developing, monitoring and managing the successful implementation and delivery of employability or skills projects to address specific challenges including project and financial management of employability projects and ensuring compliance with relevant corporate policies or funder requirements.

**(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' or three years' relevant experience in this area)**

Continuation sheets must not be used

**b)** Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of proactively engaging with employers across a range of occupational sectors to co-design employability or skills interventions directly linked to employment opportunities or development of vocationally relevant career prospects.  
**(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' or three years' relevant experience in this area)**

Continuation sheets must not be used

**c)** Please demonstrate in this box, by providing personal and specific examples, that you have at least one year's or two years' relevant experience (as outlined on the employee specification) of developing and leading partnerships with external organisations or in professional project teams to successfully deliver projects and to meet identified employability 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' 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: 0000000990/

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 specific:

**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

Same sex marriage

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:



**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

**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:

**Official use only:**

Dependants

**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  Irish News  Newsletter

Sunday Life  Specialist journal  LinkedIn

Council trawl  Council website  Nijobfinder.co.uk

Facebook  Twitter  Word of mouth

Department of Learning, Jobs and Benefits  Executive search  Localgovernmentjobsni.gov.uk

Other, please state where: