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# Job description

**Date:** February 2021

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**Department:** Place and Economy

**Post number:** 1967

**Section:** Planning and Building Control

**Job title:** **Lead Building Control Surveyor**

**Grade:** PO6

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## Main purpose of job

Be responsible to the Principal Building Control Surveyor for the operational management of all activities in relation to Building Control functions within Belfast City Council.

Undertake work as allocated by the Principal Building Control Surveyors in consultation with the Service Management Team that may include:

- Building Regulations
- Licensing
- Technical and business development
- Dangerous places and structures
- Property and legal matters
- Any other areas of the building industry that may become relevant to the Service.

Manage staff in accordance with the principles of performance management and council's policies to ensure that the required standards of service quality are achieved and maintained.

Ensure fulfilment of the council's statutory duties regarding the enforcement and administration of those Building Control functions as allocated.

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## Summary of responsibilities and personal duties

1. Represent the relevant Principal Building Control Surveyor as required.
2. Manage and supervise all operational work of staff, including project management, assigning work, monitoring workload, reviewing and distributing incoming correspondence, approving leave, working from home arrangements, etc. This will involve ensuring service delivery in accordance with agreed standards.
3. Manage the performance of staff by ensuring the setting of individual work objectives that are consistent with unit and service priorities and by monitoring progress against those objectives.
4. Carry out the full range of duties associated with the responsibilities of the Building Control Service, including out of hours inspections, as required by the relevant senior manager.
5. Actively participate in and progress through a structured development programme to build on professional experience and competence.
6. Assist the Principal Building Control Surveyor with the management of all aspects of the customer engagement strategy for the Service.
7. Assist the Principal Building Control Surveyor with the management of all external partnerships including Land and Property Services work to provide surveys and ensure the timely upkeep of the valuation list.
8. Manage the development of staff to enhance their professional experience and competence by supporting them in the timely production of personal development plans and by monitoring progress against those plans.
9. Assist the Principal Building Control Surveyor in the development and delivery of the service's strategy and business plans.
10. Provide and analyse performance data and provide explanations for deviations in performance and make recommendations for improvement.
11. Support staff in difficult situations/investigations through discussing the issues and helping them to make effective decisions and action plans.
12. Assist the Principal Building Control Surveyor with the implementation and maintenance of procedures to ensure effective service delivery.
13. Assist the Principal Building Control Surveyor in the management and monitoring of budgets and resources in accordance with the council's stated policies and any financial regulations or standing orders to ensure that objectives are met within budgets.
14. Represent the council, department and service on both external and internal groups.
15. Prepare reports for committee as required and attend committee meetings and other meetings of the council as directed by the Building Control Manager.

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16. Coordinate the implementation and development of the Corporate Address Management system to comply with address life cycle requirements and oversee the ongoing upkeep of the system.
  17. Address corporate complaints or complaints made about a member of staff as directed.
  18. Advise staff of changes in legislation or policies as they relate to their duties and to ensure that the necessary administration arrangements and inspection procedures are formulated. Coordinate the production of all submissions to Legal Services including the attendance at court and other related tribunals in connection with the allocated areas of the service's work.
  19. Maintain effective liaison with all internal and external stakeholders on policy, legal and operational matters and to represent the service or council as required.
  20. Assist the Principal Building Control Surveyor to plan, manage and coordinate information technology developments in line with the service's information systems strategy.
  21. Participate in service, departmental and council-wide project teams and to lead, manage and maintain temporary/ad hoc project teams set-up to deal with inter-agency issues or other initiatives as directed.
  22. Participate as directed in the council's selection interview procedure.
  23. Act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
  24. 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 procedures as appropriate.
  25. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  26. 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 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:** 29 April 2021

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**Department:** Place and Economy

**Post number:** 1967

**Section:** Planning and Building Control

**Job title:** **Lead Building Control Surveyor**

**Grade:** PO6

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## Essential criteria

### Qualifications and Driving Licence

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

- have a third level qualification in a building related subject **and** be current, corporate members of a professional body relevant to the building profession, for example, Association of Building Engineers; Chartered Institute of Building; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institute of Chartered Surveyors, or equivalent; and
- possess a full, current driving licence which enables them to drive in Northern Ireland and have a car available for official business, or, have access to a form of transport which enables them to meet the requirements of the post in full<sup>1</sup>.

### Experience

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, at least two years' relevant experience gained in each of the following areas:

- i) working in building control, preferably within a public authority;
- ii) the application of technical knowledge in the administration and enforcement of legislation directly relevant to this role, including a working knowledge of associated legal proceedings; and
- iii) working effectively in a team, to achieve quality service delivery, continuous improvement and demonstrable customer satisfaction with an understanding of how performance management can impact these.

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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 provide a comprehensive building control service throughout Belfast, 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 that they possess the following skills and attributes which may be tested at pre-interview exercise and, or at interview:

**Technical knowledge:** a comprehensive working knowledge of all relevant legislation and technical matters.

**Communication skills:** to communicate effectively with the ability to address groups, make presentations, liaise with external organisations on complex issues, both orally and in writing, to promote ideas, inspire and motivate others.

**Leadership skills:** the ability to motivate and manage a team through effective allocation and prioritisation of work ensuring the achievement of objectives.

**Analytical skills:** the ability to analyse and resolve complex building control issues and make decisions for the team which may have resource implications.

**Team working and staff development skills:** the ability to work effectively with a diverse team, managing their development to build and develop high levels of competence, motivation and cooperation between team members in order to achieve key objectives and provide customer orientated services.

**Work planning and project management skills:** the ability to determine organisational priorities and resource requirements for complex projects and agreed programmes, plan programmes and allocate work.

**Information technology skills:** the ability to maintain and use appropriate information systems in the field of building control and new technologies; with the ability to understand how the use of specialist software packages can increase business efficiency.

**Partnership working skills:** the ability to form, maintain and enhance partnership working with all internal and external partners and stakeholders to deliver value for money services.

**Political sensitivity skills:** an awareness of corporate demands, political expectations and performance standards with the ability to maintain sound relationships with elected representatives.

**Performance management skills:** an understanding of how to deliver a value for money service via performance management systems and procedures including performance indicators, benchmarking and quality assurance methodologies.

## Shortlisting criteria

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

- i) in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least three years' relevant experience in each of the above noted areas i) – iii); and
- ii) in the second instance, have an additional higher level qualification in a building related subject.

## **Belfast City Council**

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

#### **Lead Building Control Surveyor (PO6) Two permanent posts**

#### **Planning and Building Control 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**

The appointment will be made by the selection panel, but will be subject to ratification by the director of the relevant department.

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

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

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

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

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

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

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

### **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, memberships of professional bodies, 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, licences, memberships, 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, licences, memberships 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 provide a comprehensive building control service throughout Belfast, 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 PO6, SCP 40 to 43, £43,857 - £46,845 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 the person appointed may be asked, in the first instance, to report to a different location, work from home and/or be reassigned or redeployed to another area of work within the council.**

### **Pre-employment checks**

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications, driving licence (both parts) and current membership of a professional body 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)).

**Car user**

This job may require the post-holder to visit and carry out council duties in areas and locations across the city as and when required. If required to travel for official Council business, the post-holder will be reimbursed at the appropriate mileage rate.

**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

**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 via email to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by 4pm on **Monday, 5 July 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 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 **Tuesday, 6 July 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 **Tuesday 20 and, or Wednesday 21 July 2021** and may be held **via MS Teams**.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

## Belfast City Council

Application for appointment as:

### Lead Building Control Surveyor (PO6)

(There are currently two permanent, full-time posts. Other permanent, temporary or fixed term posts on a full-time or part-time basis may be filled from a reserve list.)

### Planning and Building Control Section

### Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 5 July 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.  
**Applicants must, as at the closing date for receipt of application forms, have a third level qualification in a building related subject or equivalent.**  
**Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who as at the closing date for receipt of applications, have an additional, higher level qualification in a building related subject.**  
**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:

- (c) **Current membership of professional bodies:**  
**Applicants must, as at the closing date for receipt of applications, be current, corporate members of a professional body relevant to the building profession, e.g. Association of Building Engineers; Chartered Institute of Building; Institution of Civil Engineers; Institution of Structural Engineers; Royal Institute of British Architects; Royal Institute of Chartered Surveyors, or equivalent.**  
**Please detail your relevant membership below:**

Title of professional body	Type / grade of membership	Membership number	Date of expiry

**Employment history**

(d) 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:

(e) 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 and have a car available for official business use, or, access, to a form of transport which enables you to meet the requirements of the post in full?\*

**\* Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However, please also be advised that, given the business need for the post-holder to provide a comprehensive Building Control service throughout Belfast, the 'reasonableness' of this adjustment will be thoroughly assessed prior to any appointment being made.**

Yes  No

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

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

**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

**b)** You **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, at least two years' relevant experience gained in each of the following areas:

- i) working in building control, preferably within a public authority;
- ii) the application of technical knowledge in the administration and enforcement of legislation directly relevant to this role, including a working knowledge of associated legal proceedings; and
- iii) working effectively in a team, to achieve quality service delivery, continuous improvement and demonstrable customer satisfaction with an understanding of how performance management can impact these.

#### Shortlisting criteria

In addition to the above, Belfast City Council reserves the right to shortlist 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 three years' relevant experience in areas bi) – biii).

#### In boxes (bi) to (biii), please provide the following detail:

**bi)** You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your experience of working in building control, the sector in which you gained this experience, your duties and responsibilities including the range of building control work undertaken and any issues you have experience of dealing with, etc.

**bii)** 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 how you applied your technical knowledge in the administration and enforcement of legislation directly relevant to this role, the specific legislation that you administered and enforced, how it was directly relevant to this role, your working knowledge of associated legal proceedings, the duties you have undertaken in relation to legal proceedings, etc.

**biii)** 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 how you worked effectively in a team to achieve quality service delivery, continuous improvement and customer satisfaction, the size of the team and your role within it, how you measured customer satisfaction, your understanding of performance management and how it can impact service delivery, continuous improvement, customer satisfaction, etc.

**(b)** You **must** demonstrate here, by providing personal and specific examples, that you have at least two years' relevant experience of working in building control, preferably within a public authority. **(Please note, Belfast City Council reserves the right to short-list only those applicants who, in the first instance, can demonstrate at least three years' relevant experience in this area)**

Continuation sheets must not be used

**(bii)** You **must** demonstrate here, by providing personal and specific examples, that you have at least two years' relevant experience in the application of technical knowledge in the administration and enforcement of legislation directly relevant to this role, including a working knowledge of associated legal proceedings.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who, in the first instance, can demonstrate at least three years' relevant experience in this area)**

Continuation sheets must not be used

**(biii)** You **must** demonstrate here, by providing personal and specific examples, that you have at least two years' relevant experience of working effectively in a team, to achieve quality service delivery, continuous improvement and demonstrable customer satisfaction with an understanding of how performance management can impact these.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who, in the first instance, can demonstrate at least 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: 0000001098 /

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:

**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  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: