

---

# Job description

**Date:** 17 January 2019

---

**Department:** Office of the Chief Executive

**Post number:** 1129

**Job title:** **Corporate Relationship Officer**

**Grade:** PO3

---

## Main purpose of job

Reporting to the Chief Executive's Executive Manager (CEEM) to provide performance, policy, research and administrative support, including diary management, to the Chief Executive.

To identify and expedite priority actions and deliverables relating to the Chief Executive's priorities and projects in a timely and effective manner.

To assist in the operational delivery of corporate projects and initiatives including the appropriate research, analysis and reporting as required.

To provide research support to the Chief Executive including the preparation of briefings for meetings, presentations and speeches in liaison with the Lord Mayor's Unit and senior managers in departments as appropriate.

To liaise with elected members, MLAs, chief officers, senior council managers, senior representatives of outside bodies, and a wide range of individuals including members of the public, on behalf of the Chief Executive as required or own initiative.

To deputise for the Chief Executive's Executive Manager within the post holder's sphere of responsibility including the assumption of added responsibilities as may be assigned in the absence of the Chief Executive's Executive Manager.

---

## Summary of responsibilities and personal duties

1. To prepare, collate and provide briefings for the Chief Executive for meetings, events, speaking engagements in liaison as necessary with senior managers and officers within the council to ensure prompt and timely responses.
2. Managing the day-to-day flow of papers, meetings and wider business activities; ensuring the timely and effective response to correspondence, facilitating decision-making and communicating the Chief Executive's views or decision.
3. To ensure that the Chief Executive's diary is managed appropriately and efficiently.
4. To attend internal and external meetings with the Chief Executive as required and to produce minutes and action programmes arising in accordance with quality standards determined by Chief Executive.
5. To work in a conduit role in collaboration with relevant officers within departments to facilitate current information flow and ensure departmental interests and corporate matters arising are relayed to the Chief Executive and Corporate Management Team as appropriate.
6. To provide project, ad hoc and specific research support to the Chief Executive on request or on own initiative using a wide range of research methodology including government statements and policy briefings.
7. To deliver corporate projects and initiatives, as directed by the Chief Executive and the CEEM, in accordance with agreed plans and timescales.
8. To manage and maintain a range of information resources, relevant databases, systems and filing procedures ensuring that updates and additions are communicated to all unit staff in a timely manner.
9. To work in partnership with the Lord Mayor's unit on matters regarding relevant diary commitments and integrated information systems.
10. To manage the implementation of the department's procedure for the handling of incoming mail addressed to the Chief Executive personally or their office and ensure that correspondence referred to other departments is acted upon and followed up as required.
11. To manage and monitor any complaints and Freedom of Information (FOI) requests for the Chief Executive and the Office of the Chief Executive.
12. To support the monitoring and delivery of the key tasks and indicators in the Departmental and Corporate Plans and assist in the development of unit business plans and objectives.
13. To manage those operational aspects of the Office of the Chief Executive assigned and to be responsible for the management, mentoring, motivation and absence management of assigned staff including the allocation and prioritising of workload.
14. To coordinate unit meetings, training and personal development including assisting the Chief Executive's Executive Manager to ensure the unit meets its obligations under a range of corporate initiatives such as Investors in People, staff development and training and performance management.
15. To assist with the monitoring of delegated budgets in accordance with council standing orders and financial regulations, including the preparation of financial estimates.

- 
16. To participate in the council's emergency management arrangements including where necessary responding to call out in an emergency situation.
  17. To motivate and manage any staff that may be assigned to the post holder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
  18. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  19. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resources management policies and procedures, as appropriate, including, absence management, disciplinary and grievance procedure.
  20. To participate as directed in the council's recruitment and selection procedures
  21. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  22. To undertake such other relevant duties as may from time to time be required.

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

---

# Employee specification

**Date:** 17 January 2019

---

**Department:** Office of the Chief Executive

**Post number:** 1129

**Job title:** **Corporate Relationship Officer**

**Grade:** PO3

---

## Essential criteria

Applicants **must**, as at the closing date for receipt of application forms and throughout the selection process, be current employees or agency assignees of Belfast City Council.

## 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 business management, public administration, policy and research, or equivalent relevant qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, one year's relevant experience in each of the following three areas: **or**
- be able to demonstrate on the application form, by providing personal and specific examples, two years' relevant experience in each of the following three areas:
  - a) undertaking research and providing briefings, reports, information and advice to executive management or board members for use in meetings, events and speaking engagements;
  - b) managing projects, initiatives or processes in accordance with relevant timescales or plans including liaising with relevant managers on items for action, diary management, and tracking and recording of issues; and
  - c) managing a range of resources, including staff, finance and information systems.

## Special skills and attributes

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

**Communication skills:** the ability to communicate clearly and effectively, both orally and in writing, including the ability to draft reports and other documents on a range of complex issues using clear language and to draft effective presentations.

**Organisational skills:** the ability to manage competing priorities in a dynamic, fast-paced environment including exemplary attention to detail and the ability to multi-task and be flexible to achieve objectives within agreed timeframes.

---

**Team-working and leadership skills:** the ability to motivate, direct and develop a team to help them perform at their best within a complex organisation in a changing environment and the ability to work effectively on own initiative.

**Analytical and decision-making skills:** the ability to gather information, to analyse and interpret complex issues and exercise critical judgement in arriving at practical solutions and to make operational decisions effectively and efficiently.

**Information technology skills:** the ability to use a range of standard computer programmes and new technology which increases business efficiency.

**Political sensitivity skills:** the ability to establish good working relationships with elected politicians and external stakeholders including the ability to deal appropriately with confidential and sensitive matters and an awareness of the importance of day-to-day public relations for an organisation.

**Influencing and relationship building skills:** the ability to provide supportive and advisory communications to senior management and the ability to gather and analyse information through skilled research techniques.

**Project management skills:** the ability to manage allocated workload on the basis of available resources and to work to tight deadlines to ensure project delivery and the ability to performance manage projects including the setting of objectives and targets, monitoring criteria and evaluation performance measures.

**Public sector corporate knowledge:** a knowledge and understanding of working corporately in a large organisation and an understanding of current social, political and economic issues relating to the work of the public sector including the modernisation of local government.

## Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants, who as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, that they have:

- d) in the first instance, either a third level qualification in a relevant subject, such as business management, public administration, policy and research, or equivalent relevant qualification **and** one year's relevant experience; or two years' relevant experience of establishing relationships with elected politicians or non-executive board members through the provision of advice, assistance and information; and
- in the second instance, either a third level qualification in a relevant subject, such as business management, public administration, policy and research, or equivalent relevant qualification **and** two years' relevant experience in each of the aforementioned areas a) to c) or three years' relevant experience in each of the aforementioned areas a) to c).

## **Belfast City Council**

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

#### **Corporate Relationship Officer (PO3) 'Temporary cover' post until 16 February 2024, subject to review**

#### **Office of the Chief Executive**

---

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

Belfast City Council is the Data Controller under the UK General Data Protection Regulation (UK GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be consensually providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority.

The council will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement or eligibility to work in the UK.

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this.

Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It may also be shared with external consultants appointed by the Council for the purposes of candidate attraction and selection, or for the purpose of language interpretation where appropriate.

Your personal data will not be shared or disclosed to any other organisation without your consent unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with data protection legislation and in line with the council's Records Retention and Disposal Schedule.

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

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;

- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please contact our Job Line on 028 9027 0640. If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to [dataprotection@belfastcity.gov.uk](mailto:dataprotection@belfastcity.gov.uk)

Please see further details of the terms and conditions relating to this post set out below:

### **Appointment**

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

There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview. For generic-type posts, this may include posts in another department.

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

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

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

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

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

**This is a 'temporary cover' post until 16 February 2024, subject to review.** An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary cover' post with the right to return to their substantive post at the conclusion of the 'temporary cover' post. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract into a 'temporary cover' post but with no automatic right to revert back to their original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a 'temporary cover' post but with no automatic right to revert back to their original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.

For internally trawled permanent or temporary project/cover/review posts, candidates must remain current employees or agency assignees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees or agency assignees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process; even if they were an employee or agency assignee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees or agency assignees as at the point in time that a vacancy arises. Candidates

who are no longer Belfast City Council employees or agency assignees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

### **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, they will be required to produce official original proof of any qualifications, etc. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they were in possession of such qualifications, etc. at the closing date for applications.

### **Remuneration**

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO3, SCP 33 to 36, £39,493 - £42,503 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

### **Location**

The person appointed will be based initially in the City Hall, Belfast, but will be required to work in and/or visit other locations.

### **Pre-employment checks**

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

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

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

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



**Council policies**

The person appointed will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements incorporated into the contract of employment.

**Conditions**

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment 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 they 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. They may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) ([www.nilgosc.org.uk](http://www.nilgosc.org.uk)).

### **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

**It is usual to give one week's notice to terminate this 'temporary cover' post arrangement. If applicable, your statutory notice periods which relate to your substantive post with the council remain unchanged.**

### **Probationary period**

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

### **Interview expenses**

Reimbursement of interview expenses is not available.

### **Receipt of applications**

Completed applications must be received by [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by **4pm on Thursday, 30 March 2023**.

Please note that it is the candidate's responsibility to ensure that their application form is submitted and received in the Human Resources Section by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

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

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

It is envisaged that short-listing for this post will take place on **Tuesday, 4 April 2023**. 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 via MS Teams on **Thursday, 20 April 2023**.

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:

### Corporate Relationship Officer (PO3)

**'Temporary cover' post until 16 February 2024, subject to review  
(Applicants must be current employees or agency assignees of Belfast City Council as at  
Thursday, 30 March 2023 and throughout the selection process)**

**Office of the Chief Executive**

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 30 March 2023.**

Completed application forms should be emailed to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) and you will receive an automatic reply when your application has been received. If you don't receive an acknowledgement within 30 minutes, please call 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

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

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

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



**Section 1: Personal details**

Are you currently employed by or an agency assignee of Belfast City Council

**(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below])?**

Yes  No

Are you a current casual worker with Belfast City Council?

**(Please note: casual workers are ineligible for this post.)**

Yes  No

**1. Your details**

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

**3. Other information**

National insurance number:

I certify that the information that I have supplied in this form is correct and I 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:

**Section 2: Qualifications and current position held**

**4. Qualifications**

- (a) Details of qualifications obtained (please refer to employee specification):  
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.  
**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 business management, public administration, policy and research, or equivalent relevant qualification.**  
**Please detail your relevant qualification below:**

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

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

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

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

--

- (c) **Current position held:**

Current Job Title:	Grade:	Date appointed:

### Section 3: Experience

**5.**  
**You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, the short-listing panel will only consider the first page of information and you may not be short-listed.**

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

#### **Essential criteria**

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

- have a third level qualification in a relevant subject, such as business management, public administration, policy and research, or equivalent relevant qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, one year's relevant experience in each of the following three areas: **or**
- be able to demonstrate on the application form, by providing personal and specific examples, two years' relevant experience in each of the following three areas:
  - a) undertaking research and providing briefings, reports, information and advice to executive management or board members for use in meetings, events and speaking engagements;
  - b) managing projects, initiatives or processes in accordance with relevant timescales or plans including liaising with relevant managers on items for action, diary management, and tracking and recording of issues; and
  - c) managing a range of resources, including staff, finance and information systems.

#### **Short-listing criteria**

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants, who as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, that they have:

- d) in the first instance, either a third level qualification in a relevant subject, such as business management, public administration, policy and research, or equivalent relevant qualification **and** one year's relevant experience; or two years' relevant experience of establishing relationships with elected politicians or non-executive board members through the provision of advice, assistance and information; and
- in the second instance, either a third level qualification in a relevant subject, such as business management, public administration, policy and research, or equivalent relevant qualification **and** two years' relevant experience in each of the aforementioned areas a) to c) or three years' relevant experience in each of the aforementioned areas a) to c).

**In boxes 5 (a), (b) and (c), please provide the following details:**

- (a) You must clearly state the start and end dates of your relevant experience and the number of years' experience you have in this area. Please provide details of the research that you have undertaken including the research methods and tools used; the briefings, reports and information that you have compiled including systems used; the advice given and to whom; how your work was used in meetings, events and speaking engagements by executive management or board members; who the executive management or board members were, etc.
- (b) You must clearly state the start and end dates of your relevant experience and the number of years' experience you have in this area. Please provide details of the projects, initiatives or processes that you managed; how you managed them in line with timescales or plans; how you liaised with relevant managers on items for action; the diaries that you managed; how you tracked and recorded issues, etc.
- (c) You must clearly state the start and end dates of your relevant experience and the number of years' experience you have in this area. Please provide details of the range of resources that you have managed including the numbers and range of staff which you have managed, how you dealt with any performance management and personal development issues; the budgets that you have been responsible for including the

size and type of budgets and how you monitored expenditure; the range and type of information systems that you managed, how you made best use of these systems and any systems developments or improvements which you implemented, etc.

**If applicable, please provide the following detail in box (d):**

- (d) You must clearly state the start and end dates of your relevant experience and the number of years' experience you have in this area. Please detail how you have established relationships with elected politicians or non-executive board members; the range of elected politicians or non-executive board members that you dealt with; the type and range of advice, assistance and information that you provided to elected politicians or board members, etc.



**(a)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee Specification) of undertaking research and providing briefings, reports, information and advice to executive management or board members for use in meetings, events and speaking engagements.  
**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate either two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

**(b)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee Specification) of managing projects, initiatives or processes in accordance with relevant timescales or plans including liaising with relevant managers on items for action, diary management, and tracking and recording of issues.

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

Continuation sheets must not be used

**(c)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee Specification) of managing a range of resources, including staff, finance and information systems.

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

Continuation sheets must not be used

(d)

**Short-listing criterion:** If applicable, applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience (as outlined in the Employee Specification) of establishing relationships with elected politicians or non-executive board members through the provision of advice, assistance and information.

Continuation sheets must not be used

# Equal opportunity monitoring form

HR Reference number: 0000001964 /

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

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

## Personal details:

Date of birth:

## Gender Identity:

How do you define your gender?

Male

Female

Prefer not to answer

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

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

Yes

No

Prefer not to say

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

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

## Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

## Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please specify

Other, please specify

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

## Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

**Persons with and without a disability:**

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

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

Yes  No   
Prefer not to answer

Disability

If yes, please state nature of disability:

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

Yes  No   
Prefer not to answer

History

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

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

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

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

**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:

No religious belief

Not disclosed

Religious belief