
Job description

Date: 25 June 2021

Department: City and Neighbourhood Services

Post number: 225

Section: City Services

Job title: **Enforcement Officer**

Grade: SO2

Main purpose of job

To be responsible to the Senior Enforcement Officer for the day to day delivery of enforcement activities relating to the functions allocated to the service.

To supervise allocated enforcement staff ensuring service delivery is undertaken within agreed quality, time and financial targets.

To ensure the council complies with all legislative requirements as they relate to the functions within the post holder's remit.

To ensure accurate and timely administration of all documentation necessary for formal and informal enforcement action to be taken.

To represent the Senior Enforcement Officer as required within the post-holder's sphere of responsibility.

Summary of responsibilities and personal duties

1. To oversee the efficient management and control of the postholder's area of responsibility and the supervision of assigned staff to ensure that the work of the service is carried out within agreed time, quality, and financial targets.
2. To have a detailed knowledge and understanding of all relevant legislation relating to the enforcement of waste, litter, recycling and local environmental quality matters arising from domestic, commercial and industrial premises; and to maintain knowledge of legislative changes to maintain the section's effectiveness in to carrying out its functions.
3. To ensure all relevant administration is completed in relation to enforcement activities, including the issuing of notices and warnings, summonses, the preparation of witness statements and representation at court on behalf of the council.
4. To investigate all complaints and make recommendations in reports to management and to undertake appropriate actions as directed by the Senior Enforcement Officer.
5. To research and review policies in relation to existing enforcement activities as well as new areas of work and to assist in the development of new procedures and policies that may affect the section's ability to carry out its functions in an effective manner, as directed by the Senior Enforcement Officer.
6. To assist in the development of procedures for the field use, deployment, maintenance, and evaluation of technical equipment relating to enforcement activities.
7. To assist in the development, use and update Management Information systems in liaison with the Senior Enforcement Officer to improve the efficiency and effectiveness of the section's enforcement activity as well as being able to interrogate the management information systems from other departments within the council where investigation relating to waste issues is warranted.
8. To liaise with other council services and departments on operational matters and to represent the service on departmental management teams, project teams, consultative and other groups as required.
9. To establish and develop links with external statutory, voluntary, and other bodies on all matters connected with enforcement of legislation, policy and procedures relating to litter and waste and associated issues.
10. To engage in educational and promotional activities and to assist the Community Awareness Team in the delivery of the Anti-Litter Campaign as required.
11. To attend and represent the council at meetings involving the public, community groups and other statutory agencies relating to the delivery and control of the waste stream, street cleansing and enforcement related issues, as directed by the Senior Enforcement Officer.
12. To organise and undertake the delivery of any enforcement related training and familiarisation activities for other relevant council employees as well as visitors and to attend any courses offered.
13. To monitor, investigate and update the Commercial Management Information system regarding commercial waste enforcement activities and to liaise with the relevant council officers regarding necessary interventions.

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14. To comply with the council's health and safety policies and procedures and to wear corporate uniforms as required.
 15. To engage in any media activities as required.
 16. To motivate and manage any staff that may be assigned to the postholder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
 17. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including absence management, disciplinary and grievance procedure.
 18. To participate as directed in the council's recruitment and selection procedures.
 19. 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.
 20. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 21. To undertake such other 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.

Employee specification

Date: 25 June 2021

Department: City and Neighbourhood Services

Post number: 225

Section: City Services

Job title: **Enforcement Officer**

Grade: SO2

Essential criteria

Applicants **must**, as at the closing date for receipt of applications and throughout the selection process, be a current Belfast City Council employee.

Driving licence and experience

Applicants **must**, as at the closing date for receipt of application forms, possess a full, current driving licence which enables them to drive in Northern Ireland and a car available for business use, or, have access to a form of transport which will enable them to meet the requirements of the job in full.¹

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

- a) legislative enforcement and application, including the administration of documentation for enforcement action and acting as a witness in court; and
- b) investigation of complaints and carrying out appropriate remedial action.

Special skills and attributes

Applicants **must** be able to demonstrate that they possess the following skills and attributes which may be tested at interview:

Analytical and decision-making skills: the ability to analyse complex situations via a full understanding of the issues involved and then make appropriate decisions in a timely and effective manner.

¹ 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 visit various sites on a daily basis in order to fulfil the duties of the post, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Communication skills: the ability to listen and obtain all relevant information and the ability to write reports, memos and letters on highly complex or sensitive issues to both internal and external recipients.

Customer care skills: the ability to respond appropriately to the needs of internal and external customers with the ability to create a good impression and enhance the reputation of the council when making contact with the public.

Information technology skills: the ability to operate a range of standard office programmes.

Performance management skills: a clear understanding of service standards and the ability to identify, set and monitor performance indicators within their own area of work.

Team working and team building skills: the ability to work with others in a team environment and to contribute effectively to meeting team objectives and the ability to teach and coach others on operational procedures.

Technical knowledge: detailed knowledge and understanding of relevant legislation relating to the enforcement of waste, litter, recycling and local environmental quality matters arising from domestic, commercial and industrial premises

Work planning skills: the ability to prioritise work and follow through work programmes to satisfactory completion.

Short-listing criteria

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

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the above-noted two areas, (a) and (b); and
- in the second instance, have a third level qualification in a relevant waste management, law, environmental health or an environmental related subject, or equivalent qualification.

Belfast City Council

Terms and conditions of employment

Enforcement Officer (SO2) Permanent Post

City Services Section

City and Neighbourhood Services Department

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

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.

If you are currently placed on furlough, you will be required to return from furlough to commence in this post.

There is currently one permanent, full-time post.

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

An existing permanent employee will be offered a temporary post on the basis of undertaking a 'temporary project/cover/review' post with the right to return to his or her substantive post at the conclusion of the 'temporary project/cover/review' post. An existing fixed term contract employee will be offered a temporary post on the basis of a further fixed term contract in a 'temporary project/cover/review' post but with no automatic right to revert back to his or her original fixed term contract post. Fixed term contract employees should give consideration to this prior to applying for or accepting another post on a temporary basis.

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees 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 at the closing date for receipt of applications. Similarly, if placed on the reserve list, applicants must still be current employees as at the point in time that a vacancy arises. Applicants who are no longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/ cover/ review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

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 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, 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, 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, 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 visit various sites on a daily basis in order to fulfil the duties of the post, the 'reasonableness' of this adjustment will be thoroughly assessed prior to any appointment being made.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale SO2, SCP 26 to 28, £30,451 - £32,234, per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

The person appointed will be based initially in the Cecil Ward Building, 4 – 10 Linenhall Street, Belfast but will be required to work in and/or visit other locations.

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

Pre-employment checks

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
 - (b) Produce official evidence of his or her qualifications, driving licence (both parts), 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.

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.

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.

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).

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.

Uniform

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

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant for appointment. Candidates can, however, contact the relevant department for further information about the post. The person from the relevant department who provides further information should not be a member of the selection panel.

Notice

The minimum period of notice to be given by an employee shall normally be the ordinary period from one payment of salary or wages to the next.

Belfast City Council may terminate an employee's employment with the council by giving the following period of notice:

Continuous service	Period of notice
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 will be required to complete a six month probationary period and during this time one week's notice will be given by the council to terminate employment.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by email to jobs@belfastcity.gov.uk by 4pm on **Friday, 30 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 via jobs@belfastcity.gov.uk** by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Tuesday, 10 August 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, 17 August 2021** and will 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:

Enforcement Officer (SO2)

(This permanent post is being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Friday, 30 July 2021 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

City Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Friday, 30 July 2021**.

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

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

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

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



**Belfast
City Council**

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

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

These posts may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours.

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

If you are interested in permanent, temporary, full-time, part-time and, or job share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent **Temporary**

Hours of work:

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

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time, part-time and, or job share 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.

Section 1: Personal details

Are you currently employed by 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 agency assignee or casual worker with Belfast City Council? **(Please note: agency assignees and casual workers are ineligible for this post.)** Yes No

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, 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.

Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, in the second instance, have a third level qualification in a relevant waste management, law or environmental related subject, or equivalent qualification.

If applicable, 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: Driving licence and experience

5.

- (i) Do you hold a full, current driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full?*
- *Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However, please also be advised that, given the business need for the post-holder to visit various sites on a daily basis in order to fulfil the duties of the post, the 'reasonableness' of this adjustment will be thoroughly considered 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: _____

By providing this information, you are consenting to Belfast City Council verifying your licence details with the Driver and Vehicle Agency (NI).

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

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

- (a) legislative enforcement and application, including the administration of documentation for enforcement action and acting as a witness in court; and
- (b) investigation of complaints and carrying out appropriate remedial action.

Short-listing criteria

In addition to the above driving licence and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of applications, in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the above-noted two areas, (a) and (b).

In boxes (a) and (b) please provide the following detail:

- (a) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the types of enforcement activities you have carried out; the legislation you have been responsible for enforcing; how you applied the legislation; any techniques or tools you used to assist you with applying the legislation and carrying out enforcement activities; detail the types of documentation you have processed for enforcement action; how your documentation was used in enforcement action; how you managed and planned this work, detail how you have acted as a witness in court; your duties and responsibilities in relation to this, etc.
- (b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the types of complaints you have experience in investigating; how you investigated these complaints; what remedial action you took when you received the complaints; any other information regarding how you resolved the issues and problems you were faced with, etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of legislative enforcement and application, including the administration of documentation for enforcement action and acting as a witness in court. **(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least two 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 at least one year's relevant experience in the investigation of complaints and carrying out appropriate remedial action.

(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

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Equal opportunity monitoring form

HR Reference number: 0000001109 /

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

Official use only:

Dob

Gender Identity

Status

Ethnic origin

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

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