
Job description

Date: 1 July 2021

Department: City and Neighbourhood Services

Post number: 2008

Section: City Services - Resources and Fleet

Job title: **Assistant Manager (Resources and Fleet)**

Grade: PO1

Main purpose of job

Responsible to the appropriate line manager for the day-to-day supervision of Resources and Fleet Operations and associated functions. Ensure compliance with agreed safety, quality, time and budget targets in line with the department's strategies and long term vision within their area of responsibility.

Liaise effectively with assistant managers in other service areas to ensure council operations are carried out safely, effectively and efficiently to agreed standards, including customer response standards, within effective cost controls.

Liaise closely and effectively with trade unions to ensure effective industrial relations are maintained at all times.

Be responsible for the deployment of LGV Drivers, vehicles and staff as appropriate to deliver Resources and Fleet services and supporting other Council functions as required.

Responsible for the management, development and motivation of all staff within their area of responsibility, ensuring all assigned staff are deployed in the most safe, efficient and effective way.

Keep up to date with all advances in operational and technical equipment and processes relating to the service and deputise for the line manager as required within their area of responsibility.

Summary of responsibilities and personal duties

Planning and performance

1. Prepare, plan, implement and manage a scheduled programme for the ongoing workload of the Resources and Fleet operation services. Typical Resources and Fleet services include:
 - Domestic and Commercial Waste Collection services
 - Bulky Waste and Waste of Electric Electronic Equipment (WEEE) collection services
 - Bin repair and delivery services
 - Specialist Street cleaning services
 - Transport and Plant Services
2. Pro-actively manage the performance of drivers and operatives, ensuring that routes are maximised, and that performance on collection routes, and other services, is measured and managed. Ensure workloads are continually reviewed and that any performance issues are highlighted and addressed in line with relevant council procedures.
3. Use corporate and service specific systems to capture and analyse performance data and customer feedback to drive service performance improvements, support remedial action and inform future decision making.
4. Participate in, and support, service performance reviews. Assist with the production of management reports to identify process improvements, analyse customer service activity, monitor budget adherence, identify efficiency improvements, including overtime reduction opportunities, in accordance with the service business plan and revenue estimates; provide estimates and costings for work not contained in the normal service delivery operations.
5. Ensure that operatives have all necessary transport, plant equipment and materials required to carry out their work and to be responsible for requesting when necessary, the need for hire of plant equipment and machinery.

Safety

6. Ensure all work is carried out in accordance with health and safety legislation and council regulations and processes and to undertake and manage all necessary risk assessments and reviews, updates and accident investigations – including preparation of statements and attendance at court if necessary.
7. Participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management procedures as appropriate.
8. Liaise with Management, corporate health and safety, HR, and Occupational Road Risk Assistant as appropriate regarding Safety Incidents or Road Traffic accident investigations.

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9. Ensure all operatives and drivers are trained for their duties including appropriately trained in the use of vehicles, machinery, equipment, tools and chemicals necessary to carry out their tasks.

Quality and customer

10. Play a key role in ensuring that customer standards are monitored and responded to in a timely manner and that customer information is shared across council systems as appropriate.
11. Maintain good relationships with customers, building their trust and confidence by being open and honest and acting in their best interests.
12. Enhance the service's image through ensuring good presentation of vehicles and equipment, their safe keeping and ensuring employees wear the appropriate work wear, PPE and maintain a high standard of appearance.
13. Liaise with managers in other operational areas to plan, develop and manage quality standards for the achievement of appropriate accreditations.

Legal and procedural

14. Responsible for enforcing the legal undertakings as demanded of the council's Operators' Licence and ensure all regulations are complied with (including rules concerning driver hours, daily vehicle inspections, accurate recording of vehicle defects, maintenance requirements, vehicle weights, speeds, etc.), by analysing vehicle information systems such as telematics information and making decisions based on the information provided.
15. Ensure that staff fully comply with all Belfast City Council rules and regulations; initiate timely and effective human resource management policies and procedures (including absence management, disciplinary and grievance procedures), and be responsible for undertaking disciplinary investigations.
16. Support enforcement investigations and action in relation to Resources and Fleet operations as required, including preparation of statements and attendance at court as an authorised officer. To liaise with and provide backup to the Enforcement Section where practicable in the removal and correct disposal of illegally dumped or stored items.
17. Liaise with other council departments and external bodies such as the PSNI, DfI, PBNI, MLA's, community and resident groups as required on matters connected with service delivery.
18. Prepare and provide relevant information to support written requests for FOI returns and records as requested. Ensure that all information required is provided in a timely manner to support the FOI request timeline.
19. Act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.

General

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20. Act as a key holder for any sites, buildings, properties, gated alleyways and the depot, within the postholder's areas of responsibility and ensure effective management of the same; manage the control of keys and vehicles to drivers on a daily basis, ensuring that keys are safely stored when vehicles are not in use.
 21. Lead operational briefing of forepersons and other staff as required to ensure accurate effective communications on a regular basis.
 22. Identify and record training and development needs, through the completion of the PDP process. To prepare and deliver any appropriate operational training sessions as required.
 23. Assist in the preparation and delivery of any public awareness or education campaign or programmes as required.
 24. Take responsibility for any allocated Belfast City Council machinery, vehicle or equipment when undertaking your duties. This includes key security, log book completion, reporting faults and ensuring maintenance requirements are adhered to.
 25. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 26. Participate as directed in the council's recruitment and selection procedures.
 27. Undertake such other relevant duties as from time to time may 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: 12 November 2020

Department: City and Neighbourhood Services

Post number: 2008

Section: City Services - Resources and Fleet

Job title: **Assistant Manager (Resources and Fleet)**

Grade: PO1

Essential criteria

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

Qualifications and experience

a) Applicants must possess a full, current driving licence which enables them to drive in Northern Ireland **or** have access to a form of transport which enables them to meet the requirements of the post in full¹.

Applicants **must** also, as at the closing date for receipt of application forms: either, have a third level qualification in a relevant discipline such as business studies, management, horticulture, social science, environmental studies, or equivalent qualification and be able to demonstrate, by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas;

or

be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following areas:

- b) directly managing and motivating an operational workforce including planning and programming workloads and priorities, managing performance and ensuring targets are met;
- c) overseeing the health and safety of a team, including carrying out risk assessments and ensuring all relevant health and safety requirements are met; and
- d) dealing with customers and, or the public ensuring standards are adhered to; delivering service improvements and working with other departments, service areas and external agencies.

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 travel across the city to support and manage their crews and to attend on-site meetings the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Special skills and attributes

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

Communication skills: Excellent written presentation and communication skills with the ability to produce evidence based reports and persuade and influence people. The ability to display effective and highly developed oral communication skills in both formal and informal settings with the ability to influence and persuade others on complex issues.

Partnership working skills: The ability to form, maintain and enhance a wide range of internal and external partnerships working for the benefit of the council.

Performance management skills: The ability to establish and maintain a performance-oriented culture to ensure the delivery, monitoring and review of strategies and business plans by setting individual and team targets and monitoring performance against them.

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

Team working and leadership skills: The ability to work constructively within a team and to encourage high levels of cooperation between team members offering leadership to motivate others and the ability to delegate effectively and encourage teamwork to deliver successful results, building rapport with others, listening and learning as well as offering help and support.

Customer care skills: A sound knowledge of customer care principles and practice with the ability to understand and respond to customer needs and be sensitive to the confidentiality of payroll and related personnel issues.

Work planning and organisational skills: Understanding of the techniques of project management and the ability to manage others to ensure the best possible results are produced for the resources invested. The ability to establish and maintain effective administrative, work monitoring and tracking systems to meet objectives and deadlines.

Information technology skills: The ability to operate specialist software packages and understand how computer programmes and new technology generally can increase business efficiency.

Health and safety knowledge: A clear understanding of health and safety role and responsibilities including risk in an operational area and knowledge of the systems and processes necessary for the protection of employees and the public.

Financial and resource management skills: Understanding of budgets and control of resources including the ability to determine and plan resources required to meet specific objectives.

Shortlisting criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants who can demonstrate on the application form, by providing personal and specific examples, that they have either a relevant third level qualification and at least two years' relevant experience in each of the above noted areas **or** that they have at least three years' relevant experience in each of the above noted areas.

Belfast City Council

Terms and conditions of employment

Assistant Manager (Resources and Fleet) (PO1) Two 'temporary project' posts for two years, subject to review

City Services - Resources and Fleet

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.

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 temporary or fixed-term basis.

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

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

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

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

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

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

There are two 'temporary project' post for two years, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary project' post with the right to return to their substantive post at the conclusion of the 'temporary project' 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 project' 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 project' 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, licences, 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, licences, etc. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they are 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 travel across the city to support and manage their crews and to attend on-site meetings, 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 PO1, SCP 27 to 30, £31,346 - £33,782 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 Duncrue Complex, Duncrue Industrial Estate, BT3 9BP 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 and 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.
- (d) Provide details of the bank or building society account to which their salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. 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.

Service and hours of duty

The hours of duty are 37 per week, working Monday to Thursday 7.30am – 3.30pm and Friday 7.30am – 3.00pm.

Please note that, when advised, you will be required for operational reasons to work outside of these hours including on extra statutory, bank and/or public holidays.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

Annual leave

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes.

A person appointed on the standard full time hours of 37 per week will be entitled to 170.2 hours (23 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 37 hours (5 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory

holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

Sick leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees are entitled to receive sick pay for the following periods:

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay
During fourth and fifth years of service	five months' full pay, and five months' half pay
After five years' service	six months' full pay, and six months' half pay

Superannuation

The person appointed will automatically become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. They may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Travel

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

Uniform

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

Canvassing

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

Notice

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

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

Continuous service

One month or more but less than two years

Two years or more but less than twelve years

12 years or more

Period of notice

Not less than one week

Not less than one week for each year of continuous service

Not less than 12 weeks

It is usual to give one week's notice to terminate this 'temporary project' 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 4pm on **Thursday, 9 December 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 their 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 **Monday, 13 December 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 **Monday, 20 December 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:

Assistant Manager (Resources and Fleet) (PO1)
Two 'temporary project' posts for two years, subject to review.

(Applicants must be current Belfast City Council employees or agency assignees as at Thursday, 9 December 2021 and throughout the selection process)

City Services - Resources and Fleet

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 9 December 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 vacancies, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner.

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

These posts will be on a temporary basis and may be working full-time or part-time hours.

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

If you are interested in both temporary full-time and temporary part-time positions, please tick (✓) both boxes.

Hours of work (temporary posts):

Full-time **Part-time**

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

If you apply for all positions, you can accept an offer of 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 full-time position only and a part-time position becomes available, we will not offer you this part-time post.

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 discipline such as business studies, management, horticulture, social science, environmental studies, or equivalent 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:

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

Current Job Title:	Grade:	Date appointed:

Section 3: Driving licence and experience

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

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

Licence number: _____ Start date: _____ Expiry date: _____

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

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

Either, have a third level qualification in a relevant discipline such as business studies, management, horticulture, social science, environmental studies, or equivalent qualification and be able to demonstrate, by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas;

or

be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following areas:

- b) directly managing and motivating an operational workforce including planning and programming workloads and priorities, managing performance and ensuring targets are met;
- c) overseeing the health and safety of a team, including carrying out risk assessments and ensuring all relevant health and safety requirements are met; and
- d) dealing with customers and, or the public ensuring standards are adhered to; delivering service improvements and working with other departments, service areas and external agencies.

Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants who can demonstrate on the application form, by providing personal and specific examples, that they have either a relevant third level qualification and at least two years' relevant experience in each of the above noted areas **or** that they have at least three years' relevant experience in each of the above noted areas.

In boxes (b) to (d) please provide the following detail:

(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 how you have managed and motivated an operational workforce, the number and designations of staff you have managed; how you programmed workloads and priorities; how you managed performance, how you ensured targets were met; etc.

(c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail how you oversaw health and safety within a team; the issues you faced; how you assessed risk; the health and safety measures you put in place; the health and safety guidance you followed; how you ensured health and safety requirements and wellbeing of team members; etc.

(d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the range of customers and public you dealt with; what these dealings involved; how you have ensured customer or other standards were adhered to; how you delivered service improvements; how you worked effectively with other departments and service areas and how you have worked with others in external agencies; etc.

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 directly managing and motivating an operational workforce including planning and programming workloads and priorities, managing performance and ensuring targets are met.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' or three years' relevant experience in this area)

Continuation sheets must not be used

c) 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 overseeing the health and safety of a team, including carrying out risk assessments and ensuring all relevant health and safety requirements are met.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' or three years' relevant experience in this area)

Continuation sheets must not be used

d) 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 dealing with customers and, or the public ensuring standards are adhered to; delivering service improvements and working with other departments, service areas and external agencies.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' or three years' relevant experience in this area)

Continuation sheets must not be used

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Equal opportunity monitoring form

HR Reference number: 0000001309/

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

Nation

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

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