

Strategic Director of City Operations



Foreword from Belfast City Council Chief Executive, John Walsh



I am delighted that you are interested in this role. It is no exaggeration to state that Belfast is a city transformed and has become one of the most attractive cities in the UK and Ireland. There's a quality of life here to rival that of any European city making it an ideal place to live, work, visit or study. It is the economic and cultural heart of the region with world-class universities, thriving creative industries and a world-recognised technology sector, particularly in the areas of cyber security and fin-tech. Investor and developer confidence in Belfast is strong and we have clear plans to sustain that momentum as we seek to maximise the impact of the Belfast Region City Deal and to build Belfast's recovery from the Covid-19 pandemic, moving forward.

Our aim is to make a real difference to the lives of our residents on a daily basis. In November 2017 we published the Belfast Agenda, our first community action plan which is our long-term strategy for Belfast. This has shaped our 2020 - 2024 Corporate Plan, reflecting on the needs of the people of Belfast and defining key priorities for the Council to address, and assisting in the outline of new committee plans for 2023 and ahead. In 2023, the world is a very different place, and we want to make sure we are still on the right path. Much has happened since the publication of the Belfast Agenda. In 2022 we started reviewing the Belfast Agenda by talking to residents, city partners, stakeholders and organisations. They told us that the Belfast Agenda's vision and long-term outcomes were still appropriate. Using what we learned, we agreed priorities, and updated the Belfast Agenda to take account of what we heard. The updated Belfast Agenda was issued for public consultation in August 2023 with a closing date of 2 October 2023.

The adoption of the Belfast Local Development Plan – Plan Strategy is a significant milestone for Belfast as it represents an important step towards the city formally setting out its own growth strategy and supporting planning policies which will help deliver the ambitions of our community plan, the Belfast Agenda.

Our Plan Strategy sets out an ambitious but realistic vision for Belfast. The adopted strategy and supplementary documents are now the main documents against which planning applications in Belfast will be assessed. These policies will support the delivery of housing and economic growth alongside measures to address climate change and biodiversity.

The highly ambitious Belfast Region City Deal (BRCD), signed in December 2021, arrived at a critical time. The Deal represents a new way of working between central and local government and regional partners. It secures a bespoke package of investment from central government and the BRCD partners of more than £850 million to support the delivery of our shared vision of:

“Inclusive economic growth that delivers more and better jobs, a positive impact on the most deprived communities and a balanced spread of benefits across the region”.

The substantial financial commitment, which will be further supplemented by the private sector, will generate up to 20,000 jobs as it is delivered over the next 10-15 years - an exciting, once in a generation opportunity to accelerate economic growth for the region in an inclusive and sustainable way.

This Deal will strengthen the region’s offer in growth sectors such as life and health sciences, the digital and creative industries, and advanced manufacturing. It will support next generation digital capabilities, boost tourism and support the regeneration of our region, underpinned by infrastructure developments and investment in skills to connect people to jobs and services.

The BRCD involves an integrated programme of investment that cuts across the responsibilities of local councils, the Northern Ireland Executive and UK Government. The BRCD partners comprises Belfast City Council, five partner councils, two universities and four of the region’s further education colleges.

For information on the BRCD projects, go to [Belfast Region City Deal](#)

The job role of Strategic Director of City Operations will be pivotal in ensuring that the city and neighbourhood services are provided in a customer-focused, flexible and cost-efficient manner. While we have embarked on a significant programme of change and much has been achieved, there is more to be done. The post-holder will work with partners to shape and drive the future direction of the city and neighbourhood services, leading on strategic planning and developing the services in a way that underpins Belfast as a great place to live, work and visit for everyone.

If you see your future career ambitions reflected in our vision, we would very much welcome your application.

1. About Belfast

Belfast is a city with a remarkable heritage, from its emergence as a world centre of industry and shipbuilding, through a generation of political and social turmoil, to the vibrant and growing urban centre that you see today.

The scale and quality of the city's transformation has been of international significance, particularly evident in developments in the city's Titanic Quarter, and the addition of new hotels and grade A office accommodation across the city centre.



Transformational schemes continue to progress, most notably in the north-east quarter of the city where the new Ulster University campus has recently opened, and plans for Tribeca Belfast, a £500 million urban regeneration project have been approved both of which are transforming the entire area.

On completion of the £105 million Leisure Transformation programme, Belfast will have eight new leisure facilities across the city, improving the quality of life for the people of Belfast and ensuring everyone has the opportunity to enjoy a healthier lifestyle. Phase three is now underway with seven now open to the public. Work on the remaining one will continue throughout 2023.

Our Rapid Transport System, the Glider has already begun playing a key role in transforming Belfast, the city is better physically connected than ever, providing vital links for the east and west of the city to a range of healthcare, education, jobs and leisure facilities. Plans to further enlarge the network have been out for public consultation, with all responses currently with the Department of Infrastructure for consideration. Ground has also broken on the new Weavers Cross city transport hub to enhance connectivity to the rest of the region and beyond, which is due for completion in 2025.

With its two universities and other leading educational facilities, competitive rental and housing prices, thriving business environment and diverse visitor experiences, Belfast has a compelling offer for students, residents, tourists and investors. With a growing economy the Council is able to present young people with real opportunities to establish themselves in the workplace and lay foundations for their careers.

Belfast has a thriving arts and cultural scene that ranges from the traditional to the highly contemporary – something for all tastes. The TV and film industry also thrives in Belfast, with Titanic Studios being one of Europe's largest film studios, attracting the production of many movies and TV series, most notably the globally renowned Game of Thrones.

The relatively compact geography means it's all within easy reach. For those seeking a break from the hustle of the city, you don't have to travel far to be surrounded by stunning countryside and coastline. With a buoyant tourist industry Belfast is a constant presence in numerous surveys about the best places to visit, taking its place proudly alongside some of the world's greatest cities.

The growing list of recognition and praise from all over the world confirms that Belfast is the place to be.

2. About Belfast City Council



Belfast
City Council

Belfast City Council is the local authority with responsibility for the city of Belfast, the capital and largest city in Northern Ireland. The Council's geographical footprint is only 132km², however it serves an estimated population of 333,871, the largest of any district council in Northern Ireland.

The Council has worked continuously to realise its aspirations for the city, develop its potential, boost the local economy and promote the city on the global stage.

Having assumed responsibility for new powers and services including land-use planning, community planning and economic development, it has further increased its ambition to create a world class city where everyone is supported to reach their potential and barriers to opportunity are removed.

The full Council, which consists of all 60 elected representatives, is the overarching decision body. Through the work of committees, these elected members oversee the work of the Council. All committee decisions are required to be ratified by the full Council except where committees have been granted delegated authority to make decisions.

Please visit [Our strategies and plans \(belfastcity.gov.uk\)](https://www.belfastcity.gov.uk) for further details of our corporate strategies.

3. City and Neighbourhood Services

As the largest department in the Council with over 1400 staff, the City and Neighbourhood Services Department leads the delivery and implementation of a wide range of front-line services that are vital for the people of Belfast and the wider regions, such as:

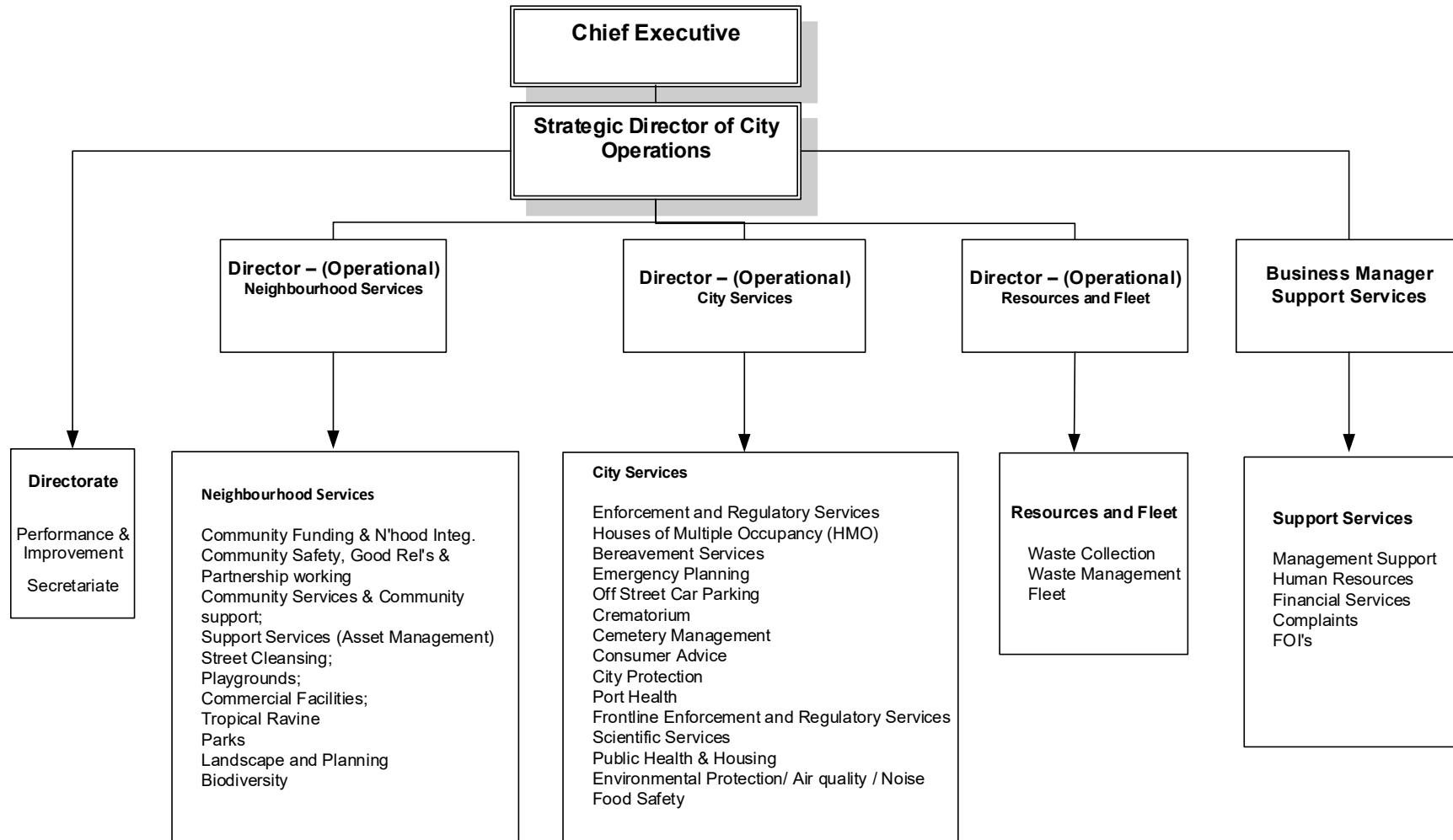
- Open Space and Street Scene development and management – including all street cleansing and parks operational services.
- Neighbourhood Development and Regeneration – including playground provision, employability, health and wellbeing, active living and leisure development, provision of services at community centres, community safety, landscape planning and development amongst others.
- City Protection and Bereavement Services – including dog and pest control, Housing of Multiple Occupancy, Environmental Health regulation, Port Health, off-street car-parking, emergency planning, bereavement and cemetery services to name a few.
- Resources and Fleet Services - including all waste collection and recycling and fleet management.

The Department is committed to providing the most customer-centric, user-friendly and cost-efficient services that are fit for the future, having a positive and resounding impact, in order to ensure that Belfast is a great place to live and work for everyone.

Organisational Functions

We are developing our organisation to make sure we are fit to deliver our Belfast Agenda. The City and Neighbourhood Services Department has a budget of circa £99m with over 1400 staff. The Strategic Director of City Operations will be responsible for the department and will report directly to the Chief Executive.

City Operations - City and Neighbourhood Services Department



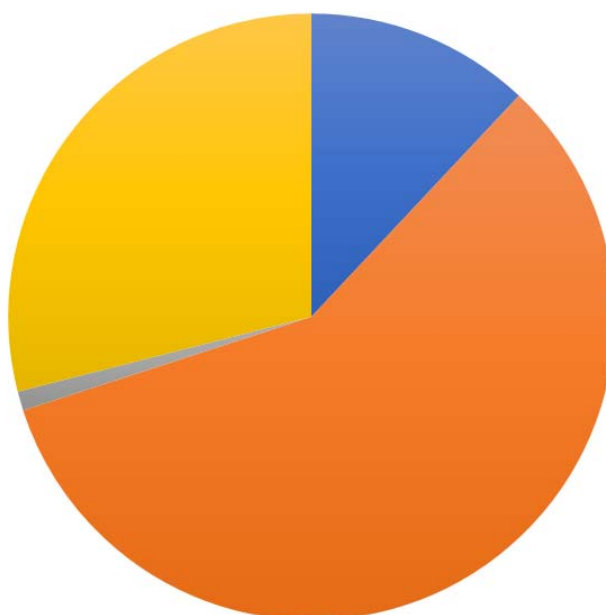
4. Income and Resources

The Council derives its income primarily from the District Rate. For 2023-2024, this totals £187.44 million (47%). In addition, funds are received from:

- fees and charges - £21.95 million
- grants - £13.25 million
- other - £19.55million

This provides a total budget of £242.19million to provide its services. A summary of the targeted expenditure is detailed below, along with the various committee and governance structures for decision making.

Category	Expenditure
City Growth and Regeneration	£20,715,024
People and Communities	£99,864,891
Planning Committee	£1,793,934
Strategic Policy and Resources	£49,952,787
Committee Total	£172,326,635



Capital Financing

This is how Belfast City Council finances all its physical projects, including the Capital Investment Programme, Local Investment Fund (LIF) and [Belfast Investment Fund](#) (BIF).

City Growth and Regeneration Committee

This City Growth and Regeneration Committee is responsible for the development and implementation of strategies, policies, programmes and projects directed to the regeneration and growth of the city in the context of the outcomes agreed in the community and corporate plans and other corporate strategies.

People and Communities Committee

The People and Communities Committee is responsible for the development and implementation of strategies, policies, programmes and projects aimed at improving life at a local level in the context of the outcomes agreed in the community and corporate plans and other corporate strategies.

Planning Committee

The Planning Committee is responsible for all planning functions, except those matters which are delegated to officers or reserved to full Council.

Strategic Policy and Resources Committee

The Strategic Policy and Resources Committee is responsible for setting out the strategic direction through the development of its corporate plan and other key corporate and cross cutting strategies and policies. It will also ensure effective use of resources and value for money for ratepayers and oversee Belfast City Council's relationship with a number of key agencies and partners.



5. Job Description

Department:	City and Neighbourhood Services
Post number:	2254
Section:	Directorate
Job title:	Strategic Director of City Operations
Salary:	SCP 87-90 (currently £115,667 - £118,032 per annum)

Main purpose of job

Reporting responsibilities

The post-holder will report to the Chief Executive and the Council.

Organisational responsibilities

- Strategic leadership for the Council's largest customer facing department; ensuring services are performing at their best and that resources are aligned effectively and used efficiently for maximum benefit to our ratepayers and customers.
- Working across the organisation, and with city partners to build the capacity of our communities, and enhance our city and neighbourhoods, ensuring they are vibrant, resilient, and safe places where people choose to live, work and spend time being more healthy and active.
- The role will work collaboratively across a complex environment, promoting close working relationships with range of multi-agency stakeholders.

The post-holder will be a member of the Council's Corporate Management Team (CMT). The Team currently comprises the directors of the council's departments and it is chaired by the Chief Executive as the most senior executive officer within the organisation.

The CMT's purpose is to bring a coordinated approach to the strategic direction and management of the organisation in support of the political governance structures with which ultimate authority for decision-making lies.

The CMT is expected to operate as an organisational team and, as a key member, the post-holder will be required:

- to support and respect the political process;
- to support elected members in their leadership, policy-making and decision-making roles;
- to support the Chief Executive and accept corporate and collective responsibility on cross-cutting issues for the overall management of the organisation;
- to contribute to the strategic direction of the organisation and the city and support its strategic and business planning processes;
- to support proper allocation of resources to strategic priorities, as set by elected members;
- to support the overall corporate governance of the organisation;
- to operate within the highest standards of management and personal behaviour within the culture and management style of the organisation; and
- to help develop and improve the organisation through improved processes, performance management, training support and personal example.

Key Aims

Develop, lead and manage the integrated service delivery of the city operations of Belfast City Council (combining regulatory, municipal, outreach, community development & related council functions which directly impact on and serve customers, residents and user in their day-to-day lives) to meet the needs of citizens and other stakeholders and to improve the integration of community-based services.

Continuously strive to improve the delivery of operational services in line with the Belfast Agenda strategic plan and framework and to create effective, integrated delivery at local level that is focused on outcomes and that engages local people.

Hold overall strategic, operational, financial, and managerial responsibility and accountability for the portfolio of services within the department.

Contribute towards the setting of appropriate outcomes for both Belfast as a city and for the city council's contribution in defining and delivering them.

Primary responsibilities

1. Provide strong leadership to achieve measurable, continuous improvement and value for money services, understanding the costs of service delivery and make effective resource choices to support this.
2. Continuously review service delivery options and maximise opportunities for partnership and joint working to ensure the co-ordinated delivery of cost-effective services to the community, ensuring that the council plays a pivotal role in community leadership and that services are developed to meet the needs of the community.
3. Assure the quality of service delivered, by both council and partnership collaboration, in an integrated manner through robust management arrangements including clarity of accountability, effective commissioning and monitoring and re-allocation of resources as necessary.
4. Provide strategic leadership and forward planning to ensure the continued safe, sustainable, and economic management and disposal of all waste and the efficient management of all property –based services operated by the department (e.g., recycling centres, waste transfer stations etc)
5. Establish a customer-focused culture across the department and drive service improvement through clear understanding of different customer, community and stakeholder needs and motivations and ensure the application of the learning to service design and delivery.
6. Act as the Council's lead adviser on emergency and resilience planning, providing strategic leadership and oversight to the continuing development, improvement and implementation of the council's emergency plan and co-ordinated emergency response arrangements; influencing and ensuring effective partnership working with all relevant external agencies and bodies.
7. Manage appropriate forums and partnerships, such as the Policing and Community Safety Partnership, and ensure the implementation of Section 75 of the N.I. Act with reporting, as appropriate, to committee and the Good Relations Panel.
8. Define clear performance management and service standards, agreed by statute or council, and to establish, embed and celebrate a culture of continuous improvement that delivers significant, tangible, and sustainable service improvements and efficiencies.

9. Drive and manage cultural change; energise staff and build aspirations and morale; ensure roles and responsibilities are defined with a clear focus on outcomes; recognise individual and team contributions; and embed a managed risk approach with timely decision making and administration.
10. Be the principal advisor on all city operations within the City and Neighbourhood Services Department for the council's elected members and to establish and maintain the trust and confidence of elected members across the political spectrum.
11. Ensure the effective delivery of all appropriate council strategies in line with the Belfast Agenda.
12. Manage the effective partnership and client relationship in relation to the council's provision of Leisure including co-production projects.

Wider contribution to Belfast City Council

1. work collaboratively across the council to contribute to the strategic management of the city, in line with the Belfast Agenda, leading or supporting on priority issues ensuring the delivery of agreed outcomes, targets and objectives as agreed by elected members.
2. Influence council strategy and policy as and when required and taking responsibility through delegated authority arrangements for relevant statutory matters.
3. Build and maintain strong and dynamic collaborative working relationships with partners, stakeholders, government departments, agencies, businesses, environmental and community groups to create and enhance the city's profile and reputation and meet priority objectives as set out in the council's corporate and community plans.
4. Ensure that our Waste Management & Recycling Strategy and implementation is reflective of a modern forward-thinking authority, informed by good practice and exceeds regional standard of performance.
5. Oversee effective consultation and engagement activities, deliver positive solutions to achieve diversity and equality of opportunity in all aspects of service delivery, and secure the focus on delivering improved outcomes for local people.
6. Ensure good governance compliance with all council policies, financial and procurement procedures and to effectively manage all risks including the safety of staff, service users and contractors in accordance with statutory obligations and relevant health and safety policies.
7. Responsible for the implementation of departmental obligations of the council's statutory duties under Section 75 of the Northern Ireland Act 1998 and other applicable legislation, to promote equality of opportunity and good relations, including implementation of the council's Equality Scheme within all departmental plans and reporting thereon.

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

6. Employee Specification

Qualifications

Applicants **must**, as at the closing date for receipt of applications, have a third level qualification in a relevant subject or a recognised professional qualification of an equivalent level in a relevant discipline.

Essential Experience

1. Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on their application form that they have three years' relevant ¹senior management experience of:

- leading on the delivery of relevant front-line services to the public and local communities and engaging with local people, communities and stakeholders to deliver successful outcomes that have led to improved, integrated customer experiences.

2. Applicants **must** also, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on their application form that they have relevant experience of:

- (a) leading on and implementing large-scale organisational review / change programmes within a unionised environment.
- (b) managing ²significant budgets within competing budget priorities and tight financial limits and prioritising financial resources.
- (c) providing leadership and motivation to a ³significant number of multi-disciplinary staff and managing them in accordance with the principles of performance management and personal development.

Desirable Experience

In addition to the above essential criteria, Belfast City Council reserves the right to only short-list those candidates who can also demonstrate, by providing personal and specific examples on the application form that they have relevant experience of:

- (d) working with elected representatives, either at a central or local government level, within a complex and political working environment.

¹ **Senior Management** is defined as third level reporting (Tier 3 level role) including taking decisions on strategic issues that affect the whole organisation and providing detailed advice and guidance to top tier executive / board level.

² The City and Neighbourhood Services Department has a budget of over £99m. The post-holder will therefore need to have experience of managing large and complex budgets that have significant interdependencies at a corporate level. **A significant budget will be defined as at least £10 million or more.**

³ The City and Neighbourhood Services Department has up to 1400 employees. The post-holder will therefore need to have experience of managing a large-scale multi-disciplinary workforce. **A significant number will be defined of at least 100 staff or more.**

7. Special skills and attributes

Applicants **must** also be able to demonstrate evidence of the following skills, competencies and attributes which will be tested at assessment centre and/or final interview:

1 Strategic leadership in the political context.

Component factors:

- Strategic leadership and direction, developing and delivering policy
- Leading organisational change, overseeing transformation initiatives, and dealing with resistance
- Brokering collaborative relationships with a range of key stakeholders and managing complex partnerships in service delivery to ensure the best use of resources
- Recognising issues of political sensitivity, retaining a high degree of probity and integrity, and reporting to elected politicians / non-executive board level members on a range of public-concerning matters
- Acting as a strong advocate for the Council
- Improving communications
- Risk management
- Embracing diversity

2 Service delivery, including customer focus.

Component factors:

- Continuous review, improvement, integration, and innovation in services
- Customer targets and feedback
- Delivery of excellent customer care

3 Resource management, including financial and people management.

Component factors:

- Financial planning and budgetary control, including identification of alternative funding
- Organisation of people to deliver outcomes with rigorous value for money
- Leadership and motivation of people, including effective employee development, performance management, robust and fair resolution of underperformance issues and succession planning.

4 Project management.

Component factors:

- Delivery of cross-cutting projects
- Analytical and problem-solving skills
- Co-ordination and completion skills

5 Personal impact.

Component factors:

- Provides authority and commands respect
- Exceptional relationship building skills, inside and outside the organisation
- Ability to inspire trust and confidence
- Resilient and committed
- Excellent listening and communications skills
- Sound judgement in challenging situations, including political management.

8. Selection Process

Applicants are required to submit an application form for this post which clearly sets out how they meet all the essential and, where appropriate, the desirable criteria as set out in the employee specification above.

Completed applications must be returned by email to jobs@belfastcity.gov.uk

Closing date for receipt of completed applications is 12 noon on Friday 29 September 2023. No late applications will be accepted.

Please note that it is the candidate's responsibility to ensure their application is submitted and received by this closing date and time. Applications returned electronically must be submitted as an email attachment. No late applications will be considered. No applications or supporting information in respect of an already submitted application form, will be considered after this date and time.

The selection process will include:

- a paper-based short-list assessment of candidates' application forms matched against the experience required as set out in the employee specification.
- a virtual assessment centre for those short-listed candidates conducted by an external provider; and
- a final interview, for those candidates short-listed following their performance at the virtual assessment centre, conducted by our Belfast City Council selection panel (which will comprise three elected members).

Recruitment Timeframe:

Stage	Date
Closing date for applications:	Friday 29 September 2023 at 12 noon
Virtual assessment centre:	Monday 16 October 2023
Final BCC interviews:	Thursday 2 November 2023

Interview and Assessment Dates

The Council will endeavour to adhere to this timetable. Please note it is highly unlikely that the date of the assessment centre and/or the final interviews can be changed and, it will not be possible for alternative arrangements to be made for individual candidates. The Council will of course try to make any reasonable efforts it can to accommodate applicants who are unavailable on the specified dates, but it is under no obligation to do so.

9. Terms and Conditions of Employment

Job Application 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 e.g., by application forms, through forms of assessment and/or 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 may 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 delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please email us on jobs@belfastcity.gov.uk. 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

An appointment to this permanent post will be based strictly on the merit principle by the Council's selection panel comprising at least three elected members, the Chief Executive and the Deputy Chief Executive. The name of the person recommended for appointment will be reported to the Council's Strategic Policy and Resources Committee for notation and then ratified by full Council.

A reserve candidate may also be nominated by the selection panel. If so, this reserve status will remain valid for twelve months and should the post become vacant within this twelve-month period it may be offered to the reserve candidate without a further interview.

Should your email address, contact telephone number or address change since you submit your application, you must notify us of this via jobs@belfastcity.gov.uk.

Job details

Job description: please refer to the job description for details of the duties of the post. The person appointed should note that the job description for this post was written at a time of significant organisational and structural change and that it will be subject to review and amendment as the demands of the role and the organisation evolve. The person appointed should therefore note that they will be required to be flexible, adaptable and aware that they may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description, but which are commensurate with the role.

Employee specification: please refer to the employee specification for details of the experience required for the post.

Remuneration

The salary will be determined by the Council in line with that determined by the Joint Negotiating Committee for Chief Officers of Local Authorities, currently a four-point scale between SCP 87 to 90, currently £115,667 to £118,032 per annum.

In normal circumstances, the appointee will be placed on the first SCP of the four-point scale. The salary will be paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Belfast City Council has adopted a Performance Appraisal Scheme for its Chief Officers. Performance related pay is not part of this Scheme. Performance appraisal reviews will however take place on an annual basis and annual increments will be awarded subject to satisfactory service in post.

Location

The person appointed will be based initially in the Cecil Ward Building 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 either:

- a digital identity check via the council's Identity Service Provider (IDSP). To use this method, you will need to hold a current UK or Irish biometric passport or passport card; or
- an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc).

Individuals who do are unable to provide evidence of their right to work and reside in the UK via either of the methods above, must inform the council and a list of any official alternative documentation will be made available to them.

(c) Produce official original evidence of their qualifications. 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 the salary 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 Unit.

(g) Complete a disclosure of family relationships form.

(h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978.

All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees. Please note that 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 the City Solicitor. 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.

Conditions

The general conditions of service as prescribed from time to time by the Joint Negotiating Committee for Chief Officers of Local Authorities and by the Council for its officers shall apply to the appointment.

Please note if you are an applicant with previous local authority service in England, Scotland, Wales etc., you are advised to clarify your situation with regard to the continuity of this service, prior to accepting an offer of appointment from Belfast City Council.

Service and hours of duty

The general hours of duty are 37 per week; however, the post-holder will be required to attend Council, committee, and other meetings outside these hours. The nature of the post is such that considerable additional hours will be required. No additional remuneration is paid to staff at this level in respect of such working.

The position is a full-time permanent post and the person appointed will be required to devote their whole-time service to the work of the Council and shall not engage in any other business or take up any other additional appointment without the express consent of the Council. They shall not subordinate their duties as a Chief Officer to their private interests or put themselves in a position where their duties and private interests' conflict. The Council has in place a Code of Conduct for Belfast City Council officers.

Annual Leave

The person appointed will be entitled to 32 days annual leave plus 12 bank or other holidays.

Leave entitlement will be increased by three working days in the case of officers who have not less than five years' continuous service. The leave year commences on 1 April and new entrants to the service will be entitled to leave proportionate to completed months of service.

Sick Leave

This Council's sick leave 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).

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

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify a candidate for appointment.

Relocation

If you are currently residing in Great Britain or the Republic of Ireland, and you are appointed to the post, Belfast City Council may be able to assist you with removal and lodging allowances.

Notice

The appointment may be terminated by three calendar months' notice in writing, given by either party to the other; the notice in either case to terminate on the last day of the month.

NB: It is also important for the person appointed to note that, following termination of employment, for whatever reason, the person appointed must agree to refrain from engaging in any role or activity giving rise to a conflict of interest in respect of his or her former employment with the Council. In particular, the person appointed must agree not to impart any confidential or sensitive information to any party such as would prejudice the interests of the Council.

Probationary period

The person appointed will be required to complete a twelve-month probationary period if this is a requirement of the Chief Executive or Council and, during this time, one week's notice will be given by the Council to terminate employment.

Receipt of applications

Completed applications must be submitted by **12 noon on Friday 29 September 2023**. Please note that it is the candidate's responsibility to ensure that their application is submitted and received by this closing date and time.

Applications returned electronically must be submitted as an email attachment. No late applications will be considered after the specified closing date and time, for whatever reason.