
Job description

Date: 3 October 2018

Department: Place and Economy

Post number: 1802 was 1682

Section: City Regeneration and Development

Job title: **Development Manager – City Regeneration and Development**

Grade: PO 9

Main purpose of job

Reporting to the relevant manager, the postholder will be responsible for the development, delivery, oversight and/or management of designated regeneration, infrastructure and development projects, initiatives and programmes of work that deliver Belfast's strategic regeneration objectives and build strong and resilient communities.

Responsible for the provision of advice and guidance on city development and regeneration related matters.

Work in partnership with a range of internal and external stakeholders, including the public and private sectors, from both an advocacy / facilitation and direct delivery perspective to ensure delivery of regeneration and development strategies, projects and initiatives.

Play a key role in positioning Belfast as a leading city for investment and development and driving regeneration delivery to significantly improve local residents' quality of life and ensure inclusive growth across the city.

Summary of responsibilities and personal duties

1. Deliver and manage designated regeneration, infrastructure and development projects, initiatives and programmes of work.
2. Work with internal and external stakeholders including other council departments / divisions, developers, investors, community and community leaders to ensure delivery of regeneration and development strategies, projects and initiatives.
3. Provide advice and guidance on city development, investment and regeneration related matters, to include commercial, infrastructure, housing and community related development.
4. Lead on the development of relevant masterplans, strategies and action plans to guide and deliver development and regeneration of the city.
5. Engage with relevant stakeholders and communities to drive regeneration and ensure inclusive growth across the city.
6. Support and assist with the development, implementation and evaluation of any relevant policy and strategy in relation to city centre development, in conjunction with the relevant senior managers and Director.
7. Provide advice and guidance to senior officers and elected members on all city development related matters including making recommendations, as appropriate, to the appropriate committees and chief officers on city development opportunities.
8. Develop, implement and evaluate all relevant project documentation to ensure it is fit-for-purpose for submission to appropriate decision-making forums.
9. Assist with identification of suitable development opportunities through existing contacts with agents, institutions, landowners and other developers.
10. Support the relevant senior managers with appraising suitable development opportunities in order to drive regeneration and development opportunities in the city.
11. Assist with the procurement and management of consultants providing specialist services required for appraisal, feasibility or development advice in line with all relevant council policy and procedures.
12. Assist with the development, implementation and maintenance of effective systems, processes and procedures for collecting, analysing and sharing data across the team in support of continuous improvements in service planning and delivery.
13. Manage allocated budgets in line with council policies and procedures.
14. Assist with the performance management of the unit including the monitoring and reporting of allocated programmes and projects to maximise efficient application of all physical, financial and human resources.

-
15. Produce timely committee, briefings, performance management and financial reports and papers and to attend committees, corporate management team, project boards etc. as and when required.
 16. Represent the line manager as and when required.
 17. Motivate and manage any staff that may be assigned to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
 18. Participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including absence management, disciplinary and grievance procedure.
 19. Participate as directed in the council's recruitment and selection procedures.
 20. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 21. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 22. Undertake such other relevant duties as may from time to time be required.

This job description has been written at a time of significant organisational 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 s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job descriptions but which are commensurate with the role.

Employee specification

Date: 12 October 2018

Department: Place and Economy

Post number: 1802 was 1682

Section: City Regeneration and Development

Job title: **Development Manager – City Regeneration and Development**

Grade: PO 9

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.

Qualifications

Applicants **must** have a third level qualification in a relevant subject such as regeneration, project management, property investment or an equivalent relevant qualification.

Experience

Applicants **must** also, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, that they have two years' relevant managerial experience in each of the following three areas:

- (a) managing and delivering successful regeneration, infrastructure or property development projects, programmes and initiatives to meet the strategic objectives of the organisation;
- (b) building and maintaining effective collaborative relationships with a range of internal and external stakeholders and analysing and resolving complex issues directly related to development, real estate and city regeneration; and
- (c) providing advice on investment, development, infrastructure and property related issues that contribute to the positioning of an emerging or vibrant city for investment and development.

Shortlisting criterion

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants, who, as at the closing date for receipt of application forms, can demonstrate, by providing personal and specific examples on the application form, at least three years' relevant managerial experience in each of the aforementioned three areas (a) – (c).

Special skills and attributes

Applicants **must** be able to demonstrate evidence of the following skills and attributes which may be tested via a pre-interview exercise and/or at interview:

1 Identifying and optimising opportunities

Component factors:

- Taking an entrepreneurial focus in order to optimise commercial and income generation opportunity
- Ensuring robust appraisal of options and costs and ensuring effective oversight of commissioning of services to deliver appropriate solutions and value for money
- Developing new business areas and generating income streams

2 Project management skills

Component factors:

- Developing business for project proposals
- Project forecasting, estimation and financial reporting skills
- Delivery of cross-cutting projects
- Strong analytical, problem solving and planning skills
- Co-ordination and completion skills

3 Partnership working skills

Component factors:

- Establishing and managing strategic alliances and business partnerships that will result in the generation of new revenue streams
- Effective networking and brokering of strategic collaborations across government and its social partners – building influential relationships with, and winning the trust of key stakeholders, well placed to influence the success or failure of investment decisions and project delivery
- Excellent negotiation skills with the ability to resolve complex issues involving different sponsors, stakeholders and investors.
- Developing and maintaining cooperative, collaborative and mutually beneficial external relationships to promote the city and the best use of resources
- Working in partnership with others to deliver strategy
- Understanding the city culture and the needs of different stakeholders to appreciate what can and can't be done
- Understanding the needs of different partners and managing the messages accordingly, building rapport and working positively with others

4 Strategic leadership in the political context

Component factors:

- Strategic leadership and direction, developing and delivering policy to attract investors and developers
- 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 city centre, public-concerning matters
- Acting as a strong advocate for the council
- Working knowledge of risk management and value management processes
- Embracing diversity

5 Resource management, including financial and people management skills

Component factors:

- Working within challenging timeframes and budgets, ensuring strong financial planning and budgetary control, including identification of alternative funding and delivering commercial value for money
- Working on organisation transformation initiatives to deliver outcomes with rigorous emphasis on value for money
- Efficient and effective organisation of the workload of an agile unit, including leading and motivating the staff members using the principles of effective employee development and performance management techniques

6 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

Belfast City Council

Terms and conditions of employment

Development Manager (PO9) Permanent post

City Regeneration and Development Section

Place and Economy 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 is currently one permanent, full-time post.

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

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

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

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

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

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

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

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

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

Job details

Job description: please refer to the job description for details of the duties of the post.

Employee specification: please refer to the attached employee specification for details of any qualifications, experience, etc. which are required for the post. Should an applicant be recommended for appointment to this post, he or she will be required to produce official original proof of any qualifications, etc. he or she relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that he or she was in possession of such qualifications, etc. at the closing date for applications.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO9, SCP 48 to 51, £51,958 - £55,204 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

The person appointed will be based initially in 9 Adelaide, 9 – 21 Adelaide Street, Belfast but will be required to work in and/or visit other locations.

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

Pre-employment checks

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.

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

Council policies

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

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment and the

Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

Service and hours of duty

The hours of duty are 37 per week, working five days per week, Monday to Friday. Flexible working hours are in operation between 7.30am and 6.30pm, with set core times that the person appointed must be in work. However, the person appointed will be required to start and finish work at specific times that suit the operational needs of the service and she/he will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

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

Annual leave

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

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

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

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

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

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

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

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

Sick leave

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

During first year of service	one month's full pay and (after completing four months service) two months half pay
During second year of service	two months' full pay, and two months' half pay
During third year of service	four months' full pay, and four months' half pay

During fourth and fifth years of service five months' full pay, and five months' half pay
After five years' service six months' full pay, and six months' half pay

Superannuation

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

Canvassing

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

Notice

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

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

Continuous service	Period of notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more	Not less than 12 weeks

If applicable, for temporary project / cover / review posts, it is usual to give one week's notice to terminate these temporary arrangements and your statutory notice period which relates 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.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by email to jobs@belfastcity.gov.uk by 4pm on **Thursday, 28 October 2021**.

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

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

information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Monday, 1 November 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 via MS Teams on **Thursday 11 (and Friday 12 if a second date is needed) November 2021**.

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:

Development Manager (PO9)

(This permanent post is being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Thursday, 28 October 2021 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

City Regeneration and Development Section

Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 28 October 2021.**

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

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

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

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



**Belfast
City Council**

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

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

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

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

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

Contract type:

Permanent **Temporary**

Hours of work:

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

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

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post.

Section 1: Personal details

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

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

1. Your details

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

I certify that the information that I have supplied in this form is correct and I understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council.

Signed:

Date:

Section 2: Qualifications and current position held

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
Applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as regeneration, project management, property investment or an equivalent relevant qualification.

Please detail your relevant qualification below:

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

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

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

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

--

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

Current Job Title:	Grade:	Date appointed:

Section 3: Experience

5.

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

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

Essential criteria

Applicants **must** have a third level qualification in a relevant subject such as regeneration, project management, property investment or an equivalent relevant qualification.

Applicants **must** also, as at the closing date for receipt of application forms, be able to demonstrate on the application form, by providing personal and specific examples, that they have two years' relevant managerial experience in each of the following three areas:

- (a) managing and delivering successful regeneration, infrastructure or property development projects, programmes and initiatives to meet the strategic objectives of the organisation;
- (b) building and maintaining effective collaborative relationships with a range of internal and external stakeholders and analysing and resolving complex issues directly related to development, real estate and city regeneration; and
- (c) providing advice on investment, development, infrastructure and property related issues that contribute to the positioning of an emerging or vibrant city for investment and development.

Short-listing criterion

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants, who, as at the closing date for receipt of application forms, can demonstrate, by providing personal and specific examples on the application form, at least three years' relevant managerial experience in each of the aforementioned three areas (a) – (c).

In boxes (a) to (c) below, please provide the following detail:

(a) You must clearly state the start and end dates of your relevant managerial experience including the number of years' experience you have in this area. You must clearly outline your managerial duties and responsibilities and detail the regeneration, infrastructure or property development projects, programmes and initiatives that you managed and delivered; how you managed these; how you ensured successful delivery; how these projects, programmes or initiatives met the strategic objectives of the organisation, etc

(b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly outline your managerial duties and responsibilities and detail how you built and maintained effective collaborative relationships; who the internal and external stakeholders were that you collaborated with; how you ensured the relationships were effective; how you analysed and resolved issues relating to development, real estate and city regeneration; what was complex about these issues; how they were successfully resolved, 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 outline your managerial duties and responsibilities and detail the range of advice you provided on investment, development infrastructure and property related issues; who you provided this advice to; what form this advice took; how this advice contributed to the positioning of an emerging or vibrant city for investment and development; what city this was for, etc

(a)

You **must** demonstrate here, by providing personal and specific examples, that you have at least two years' relevant managerial experience of managing and delivering successful regeneration, infrastructure or property development projects, programmes and initiatives to meet the strategic objectives of the organisation.

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

Continuation sheets must not be used

(b)

You **must** demonstrate here, by providing personal and specific examples, that you have at least two years' relevant managerial experience of building and maintaining effective collaborative relationships with a range of internal and external stakeholders and analysing and resolving complex issues directly related to development, real estate and city regeneration.

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

Continuation sheets must not be used

(c)

You **must** demonstrate here, by providing personal and specific examples, that you have at least two years' relevant managerial experience of providing advice on investment, development, infrastructure and property related issues that contribute to the positioning of an emerging or vibrant city for investment and development.

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

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 00000001255 /

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

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

Personal details:**Date of birth:****Gender Identity:**

How do you define your gender?

Male

Female

Prefer not to answer

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

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

Yes

No

Prefer not to say

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

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

Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

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

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

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

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

Yes No
Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No
Prefer not to answer

History

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

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

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

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

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