
Job description

Date: 13 April 2022

Department: City and Neighbourhood Services

Post number: 2084

Section: City Protection Service

Job title: **Port Health Support Assistant**

Grade: Scale 6

Main purpose of job

Reporting to the relevant line manager as appropriate, the primary function of the Port Health Support Assistant is to provide technical and administrative support in the administration of imported food controls and other statutory services in relation to the protection of public and animal health at the Port of Belfast (PoB), Border Control Post in accordance with UK, NI and EU legislation.

Provide a comprehensive administrative role for the service, including providing support for new and evolving areas of work and to meet service and unit objectives.

To work closely with other team members, providing support with technical and administrative tasks and to undertake all duties of the post in accordance with agreed time and quality targets.

Summary of responsibilities and personal duties

1. Provide a comprehensive administrative role for the Port Health Service as required and in particular: -
 - Maintain any required records or databases using manual or computerised systems as appropriate.
 - Issue all documents, certificates forms, letters, leaflets, and literature as necessary.
 - Ensure that all documentation is effectively checked, completed, filed and that the document/information management systems for the service are used and maintained appropriately.
 - Deal with complaints, enquiries, and requests for service (including processing Freedom of Information requests, corporate complaints and complaints from Elected Members) in line with policies and procedures.
2. Undertake administrative duties in relation to the enforcement function including notices, formal cautions, summonses and maintain legal correspondence.
3. Compile and analyse service performance data, statistics and reports as required and collate management information for the service and implement systems for monitoring and evaluation of this information.
4. Work with the appropriate officers in reviewing, developing and implementing effective processes, operating standards and systems; streamlining processes and systems in order to improve operational efficiency and effectiveness.
5. Communicate effectively and exchange information with members of the public and other organisations ensuring high standards of customer service are maintained, providing practical environmental health advice as required.
6. Responsible for dealing with general Port Health emails and taking relevant actions which can involve a wide range of responses including, but not restricted to, calling consignments for examination, making recommendations to the Environmental Health Officers (EHOs) and Technical Support Officers (TSOs) on whether to release a consignment from hold.
7. Responsible for handling telephone calls from agents, importers, shipping lines and other agencies and dealing with all enquiries where appropriate, referring calls to EHOs, TSOs and other agencies as necessary.
8. Carry out administrative requirements including financial administration, record management and the operation of Information Management Systems commensurate with the activity of the post holder, which will include use of PHILIS, CHIP, TRACES, UKFSS, APP Civica and port inventory systems. To utilise all available technology to complete assigned tasks and ensure the accuracy of information recorded.

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9. Under the guidance of other team members, code manifests for all vessels arriving at Port of Belfast and apply holds on consignments (as required) for identity checks, physical examination and sampling checks, fish identity checks and to identify consignments, containers and vehicle trailers that require further clarification.
 10. Under the direction of the EHO Team Leader provide assistance to the EHOs and TSOs with manifest and identity checks by following up with the agents or importers to obtain further information (by telephone or email) as required.
 11. Contact other Local Authorities to ensure specific POAO consignments are delivered only to approved establishments for these products.
 12. Undertake documentary checks on imported foods including Products of Animal Origin (Fish and fish products) and High-Risk Food Not of Animal Origin, liaising with EHOs for completion of the official controls in line with requirements of legislation and codes of practice.
 13. Undertake documentary checks on Illegal Unreported and Unregulated Fishing Catch Certificates in accordance with the legislative requirements, under the direction of the EHO.
 14. Undertake documentary checks on Certificates of Inspection for organic produce, in accordance with the legislative requirements, under the direction of the EHO.
 15. Undertake documentary checks on plastic kitchenware declarations, in accordance with the legislative requirements, under the direction of the EHO.
 16. Send importers declarations to agents for goods which are declared as composite products or suspected to contain POAO content, process declarations once submitted to ensure correct completion and that support documents are in order. Refer satisfactory documentation to the EHO or other professional officer, and request further information as directed.
 17. Provide administrative support for the processing, storage and dispatch of statutory samples, ensuring they are packaged correctly for safe transport under required conditions and are dispatched to the correct laboratory. Responsible for maintaining sample dispatch records and disposal of samples no longer required by Port Health.
 18. Provide basic advice and guidance to customers, agents and importers on specific import requirements, regulations, policies and procedures.
 19. Maintain knowledge of relevant legislative requirements in order to request further information or documentation as required.
 20. Assist in the maintenance stock levels in the examination facilities to ensure that appropriate resources are available for inspection.

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21. Be available to work in other sections within the City Protection Service when demand requires.
 22. Motivate and manage any staff, that may be assigned, to the post holder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
 23. 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.
 24. Participate as directed in the council's recruitment and selection procedures.
 25. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 26. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 27. Undertake such other relevant duties as may from time to time be required.

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

Employee specification

Date: 1 August 2022

Department: City and Neighbourhood Services

Post number: 2084

Section: City Protection Service

Job title: **Port Health Support Assistant**

Grade: Scale 6

Essential criteria

Experience

Applicants **must** be able to demonstrate, by providing personal and specific examples on their application form, at least one year's relevant experience of:

- a) implementing and adhering to standardised business processes for reviewing and processing of technical information, data and documentation;
- b) undertaking a range of general administrative office duties in a customer focused environment, including the updating and manipulation of databases and other computerised systems; and
- c) dealing with traders or businesses and resolving customer complaints and enquiries.

Special skills and attributes

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

Technical skills: basic knowledge of requirements for importation of food into Northern Ireland.

Report writing skills: possess a good standard of literacy and comprehension and the ability to competently prepare letters, emails and reports.

Information technology skills: the ability to make effective use of information technology software including word processing, spreadsheets and databases.

Communication skills: the ability to communicate effectively verbally and in writing.

Customer care skills: the ability to respond appropriately to the public, businesses, elected representatives and other customers in a helpful and positive way.

Work planning and organisational skills: the ability to plan their own work and manage initiatives or projects.

Team working skills: the ability to work as part of a team and provide willing support to other team members.

Short-listing criteria

In addition to the above essential criteria, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications forms:

- (d) in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience of working in a relevant and related sector such as business regulation (in either local or central government), revenue and customs, agri-food, logistics and supply chain management, business or trade law; and
- in the second instance, have at least five GCSEs (grades A – C) including English or equivalent qualifications.

Belfast City Council

Terms and conditions of employment

Port Health Support Assistant (Scale 6)

Four full-time, fixed term contract posts until 31 March 2024, subject to review

City Protection Service

City and Neighbourhood Services Department

Job applicant privacy notice

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

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

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

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

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

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

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

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

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

- access and obtain a copy of your personal data on request;
- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

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

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, part-time or job share 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 four full-time, fixed term contract posts until 31 March 2024, subject to review. If applicable, an existing permanent employee of Belfast City Council will, if successful, retain the right to return to their substantive post at the conclusion of the fixed term contract. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract with no automatic right to revert back to

their temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a fixed term contract 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.

Job details

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

Please note candidates successfully appointed to this post will be working under the direction and supervision of Environmental Health Officers who are designated as Authorised Officers (under the Food Standards Agency Food Law Code of Practice) for the performance of certain official food import controls. References in the job description (under points 12 and 15) to undertaking documentary checks on products of animal origin, high risk food not of animal origin, and plastic kitchenware, is limited to carrying out preliminary checks and providing administrative support in these areas of work. The discharge of the official controls on these types of food imports is performed by Environmental Health Officers holding the appropriate level of Authorisations.

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

For posts within Belfast City Council, existing council employees who have passed the computer-based assessment test for Business Support Clerk, WPO/Clerk or Clerical Officer recruitment campaigns and have been appointed to one of these roles will be deemed to have the equivalent of five GCSEs (grades A-C) including English.

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 6, SCP 18 to 22, £25,419 - £27,514 per annum, with 20% shift allowance and weekend enhancement (currently under review), where appropriate (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 at Port Health, Corry Place, Belfast but will also be required to work in and/or visit other locations.

Pre-employment checks

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of their qualifications as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which their salary or wage will be lodged.
- (e) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (f) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (g) Complete a disclosure of family relationships form.

(h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

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

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

Council policies

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

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment and the Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

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

Service and hours of duty

The hours of duty for the shift rota are an average of 37 per week. The person appointed will be working two weeks on day shift (am to pm) and two weeks on night shift (pm to am) (not necessarily consecutively) in various Teams. However, when advised, they will be required, for operational reasons, to work outside of these hours including on extra statutory, bank and/or public holidays.

Team 1a

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
| 1 | | 8am - 8pm | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | Days |
| 2 | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | | | Days |
| 3 | | 8pm-8am | 8pm-8am | | | 8pm-8am | 8pm-8am | Nights |
| 4 | 8pm-8am | | | 8pm-8am | 8pm-8am | | | Nights |

Team 2a

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
| 1 | | 8pm-8am | 8pm-8am | | | 8pm-8am | 8pm-8am | Nights |
| 2 | 8pm-8am | | | 8pm-8am | 8pm-8am | | | Nights |
| 3 | | 8am - 8pm | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | Days |
| 4 | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | | | Days |

Team 3a

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
| 1 | 8pm-8am | | | 8pm-8am | 8pm-8am | | | Nights |
| 2 | | 8am - 8pm | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | Days |
| 3 | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | | | Days |
| 4 | | 8pm-8am | 8pm-8am | | | 8pm-8am | 8pm-8am | Nights |

Team 4a

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|--------|
| 1 | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | | | Days |
| 2 | | 8pm-8am | 8pm-8am | | | 8pm-8am | 8pm-8am | Nights |
| 3 | 8pm-8am | | | 8pm-8am | 8pm-8am | | | Nights |
| 4 | | 8am - 8pm | 8am - 8pm | | | 8am - 8pm | 8am - 8pm | Days |

Team 1b

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------|
| 1 | | 7.30am-7.30pm | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | Days |
| 2 | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | | | Days |
| 3 | | 7.30pm-7.30am | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | Nights |
| 4 | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | | | Nights |

Team 2b

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------|
| 1 | | 7.30pm-7.30am | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | Nights |
| 2 | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | | | Nights |
| 3 | | 7.30am-7.30pm | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | Days |
| 4 | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | | | Days |

Team 3b

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------|
| 1 | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | | | Nights |
| 2 | | 7.30am-7.30pm | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | Days |
| 3 | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | | | Days |
| 4 | | 7.30pm-7.30am | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | Nights |

Team 4b

| Week | Sun | Mon | Tue | Wed | Thur | Fri | Sat | |
|------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|--------|
| 1 | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | | | Days |
| 2 | | 7.30pm-7.30am | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | Nights |
| 3 | 7.30pm-7.30am | | | 7.30pm-7.30am | 7.30pm-7.30am | | | Nights |
| 4 | | 7.30am-7.30pm | 7.30am-7.30pm | | | 7.30am-7.30pm | 7.30am-7.30pm | Days |

Please note, shift rotas are subject to change and the successful applicants will be expected to work any new shift rota adopted by the council. Changes to the shift rota may include a variation to the start and finish times to ensure alignment with DAERA's (Department of Agriculture, Environment and Rural Affairs) shift patterns when they are agreed. These changes, if they occur, may have the potential to alter the 20% shift allowance and weekend enhancement payments as stated above under Remuneration. Any changes to working arrangements will be communicated to the person appointed as soon as they become available.

Breaks must be taken according to operational requirements.

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 162.8 hours (22 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 22.2 hours (3 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).

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 |

It is usual to give one week's notice to terminate this temporary 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 email to jobs@belfastcity.gov.uk by 4pm on **Tuesday, 30 August 2022**.

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

Short-listing and interview date

It is envisaged that **short-listing** for this post will take place on **Monday, 12 September 2022**.

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 Tuesday, 20 and, or Wednesday, 21 September 2022**.

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:

Port Health Support Assistant (Scale 6)

(There are currently four full-time, fixed term contract posts until 31 March 2024, subject to review. Other temporary or fixed term posts on a full-time, part-time or job share basis may be filled from a reserve list.)

City Protection Service

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Tuesday, 30 August 2022.**

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 we are unable to issue or receive any hard copy application forms either by post or hand delivered. All application forms must be emailed to jobs@belfastcity.gov.uk

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 may be on a temporary (including fixed term) basis, working full-time, part-time or job share hours.

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

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 temporary vacancies and for full-time, part-time and job share hours.

If you apply for all positions, 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 wish to be considered for full-time hours only and a part-time post becomes available, we will not offer you this part-time post.

Section 1: Personal details

Are you currently employed by Belfast City Council?

Yes No

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes No

If yes, please state your reason for leaving:

1. Your details

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

3. Other information

National insurance number:

Section 2: Qualifications and employment history

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, in the second instance, have at least five GCSEs (grades A – C) including English or equivalent qualifications, or, for existing council employees, have passed the computer-based assessment test for Business Support Clerk, WPO/Clerk or Clerical Officer recruitment campaigns and been appointed as a Business Support Clerk.
If applicable, please detail your relevant qualifications below:

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

Employment history

(c) Details of current employment and current position held:

| Name and address of current employer (if any): | Exact date employment commenced (dd/mm/yyyy): | Position held with current employer: | Salary: |
|--|---|--------------------------------------|---------|
| | | | |

(d) Details of previous employment and positions held:

| Name and address of previous employer(s): | From: (dd/mm/yyyy) | To: (dd/mm/yyyy) | Position(s) held: | Salary: |
|---|--------------------|------------------|-------------------|---------|
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Section 3: Experience

5.
You must complete the application form in either typescript (Arial font size 11) or legible handwriting using black ink. You must limit your text in this section, i.e. (a) to (d), to no more than one A4 page per criterion. You must not use continuation sheets. If you submit more than one page per criterion, 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** be able to demonstrate, by providing personal and specific examples on their application form, at least one year's relevant experience of:

- a) implementing and adhering to standardised business processes for reviewing and processing of technical information, data and documentation;
- b) undertaking a range of general administrative office duties in a customer focused environment, including the updating and manipulation of databases and other computerised systems; and
- c) dealing with traders or businesses and resolving customer complaints and enquiries.

Short-listing criteria

- d) In addition to the above essential criteria, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications forms, in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience of working in a relevant and related sector such as business regulation (in either local or central government), revenue and customs, agri-food, logistics and supply chain management, business or trade law.

In boxes (a) – (c) (and box (d) if applicable), please provide the following detail:

- (a) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your role; your duties and responsibilities; the range of technical information, data and documentation you were responsible for reviewing and processing; how you implemented and adhered to standardised business processes while reviewing and processing this technical information, data and documentation; the purpose of this work and what it entailed, etc.
- (b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your role; your duties and responsibilities; the range of general administrative office duties you have undertaken and how this was in a customer focused environment; the type of databases and other computerised systems you were required to update and manipulate; how you ensured their upkeep; who you carried out this work for; the purpose of this work, 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 your role; your duties and responsibilities; the range of traders or businesses you have dealt with; what this work involved; the type of customer complaints and enquiries you have dealt with; how you responded to and resolved these complaints and enquiries whilst maintaining good customer care skills, 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 your role; your duties and responsibilities; your experience of working in a relevant and related sector such as business regulation (in either local or central government), revenue and customs, agri-food, logistics and supply chain management, business or trade law; what this work entailed, etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of implementing and adhering to standardised business processes for reviewing and processing of technical information, data and documentation.

Continuation sheets must not be used

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of undertaking a range of general administrative office duties in a customer focused environment, including the updating and manipulation of databases and other computerised systems.

Continuation sheets must not be used

(c)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of dealing with traders or businesses and resolving customer complaints and enquiries.

Continuation sheets must not be used

(d)

Shortlisting criterion: If applicable, applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of working in a relevant and related sector such as business regulation (in either local or central government), revenue and customs, agri-food, logistics and supply chain management, business or trade law.

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

I certify that the above information is correct and 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:

Equal opportunity monitoring form

HR Reference number: 0000001638/

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

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

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

How do you define your gender?

Male

Female

Prefer not to answer

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

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

Yes

No

Prefer not to say

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

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

Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

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

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

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

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

Yes No

Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No

Prefer not to answer

History

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

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

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

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

Official use only:

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

Dependants

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:

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:

Religious belief

No religious belief

Not disclosed

Additional information:

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

- | | | | | | |
|---|--------------------------|--------------------|--------------------------|------------------------------|--------------------------|
| Belfast Telegraph | <input type="checkbox"/> | Irish News | <input type="checkbox"/> | Newsletter | <input type="checkbox"/> |
| Sunday Life | <input type="checkbox"/> | Specialist journal | <input type="checkbox"/> | LinkedIn | <input type="checkbox"/> |
| Council trawl | <input type="checkbox"/> | Council website | <input type="checkbox"/> | Nijobfinder.co.uk | <input type="checkbox"/> |
| Facebook | <input type="checkbox"/> | Twitter | <input type="checkbox"/> | Word of mouth | <input type="checkbox"/> |
| Department of Learning, Jobs and Benefits | <input type="checkbox"/> | Executive search | <input type="checkbox"/> | Localgovernmentjobsni.gov.uk | <input type="checkbox"/> |

Other, please state where: