
Job description

Date: 3 November 2020

Department: City and Neighbourhood Services

Post number: 1943

Section: City Protection Service

Job title: **Environmental Health Officer – Team Leader Port Health**

Grade: PO2

Main purpose of job

To be responsible through a Senior Environmental Health Officer (EHO) to a Principal Environmental Health Officer for the improvement of the health and quality of life of people in Belfast through the efficient and effective delivery of specific work activities allocated to the postholder.

To make an effective contribution to the development and achievement of the City Protection Service objectives and unit business plans.

To ensure that all duties and tasks assigned to the postholder are performed in accordance with specified time and quality targets.

Post-holders may be required to handle and may be exposed to food product allergens, for example, fish, peanuts, tree nuts, etc

Additional main purpose - Team Leader at Port Health

To support the work of professional and technical staff at Port Health through the provision of guidance and advice on relevant operational, technical and enforcement issues.

To assist the appropriate manager with the supervision and motivation of professional and technical staff at Port Health.

Summary of responsibilities and personal duties

1. To carry out specified enforcement, investigative, educational and advisory duties associated with the responsibilities of any area of work to which the postholder is assigned.
2. To actively participate in and progress through a structured development programme to build the professional experience and competence.
3. To proactively liaise with other organisations (public, private, voluntary and community) to enhance the achievement of service and unit objectives.
4. To carry out project work as directed by the Principal EHO or Senior EHO.
5. To be responsible for organising personal daily work demands to ensure that all relevant agreed targets are achieved to ensure that a quality, customer focused environmental health service is delivered.
6. To provide such reports, records and statistical information as required.
7. To keep informed of all new developments within the area of work to which the postholder is currently assigned through a process of continuing professional development.
8. To proactively make suggestions for the improvement of work practices and services provided.
9. To participate as required in the training of students and other persons assigned to the unit for training purposes or work experience.
10. To participate as directed in the council's recruitment process and selection interview procedure.
11. To occasionally work outside normal office hours and to provide occasional cover for out of hours services such as the night-time noise service as directed by the unit manager.
12. To act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
13. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management procedures as appropriate.
14. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council.
15. To undertake such other relevant duties as may from time to time be required.

Additional Duties – Team Leader at Port Health

1. To directly supervise all allocated operational professional and technical staff effectively to ensure that high quality service delivery is maintained. This will include the completion of inductions, delivery of appropriate operational training, management of performance, management of leave requests and assisting with staff PDP's and identifying areas for staff development and training.
2. To ensure that all human resource management policies and procedures are adhered to and manage all employee relations matters including consultation with staff and Trade Unions.
3. To provide advice, support, training and guidance to Environmental Health Officers and Technical Support Officers on relevant technical and enforcement issues and ensure the necessary high standards of service delivery are maintained.
4. To ensure the teams ongoing compliance with Health and Safety legislation and operational best practice and that all relevant assessments and records are maintained and that any incidents, accidents or health and safety issues with the facility are reported to the relevant manager.
5. To undertake team hand-over meetings and the allocation of work and activities to ensure the effective continuation of service provision during shift changes.

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

Employee specification

Date: 20 November 2020

Department: City and Neighbourhood Services

Post number: 1943

Section: City Protection Service

Job title: **Environmental Health Officer – Team Leader Port Health**

Grade: PO2

Essential criteria

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

Qualifications, driving licence and experience

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

- have a Bachelor of Science or Master of Science degree in Environmental Health which is **approved** by the Chartered Institute of Environmental Health, **or**, hold a qualification acceptable to the Environmental Health Registration Board, that is, Diploma in Environmental Health awarded by the Chartered Institute of Environmental Health (CIEH), or a historical equivalent;
- be qualified as an Official Fishery Inspector (or must undertake practical training and successfully complete the Food Standards Agency online course before the 30 November 2021, this date is subject to change); and
- possess a full, current driving licence which enables them to drive in Northern Ireland and have a car available for official business, or, access to a form of transport which will enable them to meet the requirements of the post in full^[1].
- 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, relevant experience of
 - b) working as an Environmental Health Officer or in a similar environmental health role; and
 - c) providing advice and guidance on relevant work issues or on relevant technical, enforcement or environmental health matters to others.

^[1] Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to carry out specified enforcement, investigative, educational and advisory duties related to the work of the City Protection Service at the Belfast Port and/or with organisations and customers across the city, as well as the need to provide occasional cover for out of hours services, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Special skills and attributes

Applicants **must** be able to demonstrate, by providing personal and specific examples, evidence of the following special skills and attributes which may be tested at interview:

Communication skills: a good standard of literacy and written communication skills with the ability to produce reports and the ability to communicate effectively, particularly with members of the public and with business owners in a way which reflects their needs.

Technical knowledge: a good understanding of environmental health issues.

Work planning skills: the ability to manage and prioritise a workload, to undertake required tasks independently and work to the specific technical criteria and targets.

Team working and leadership skills: the ability to work constructively within a team and to encourage high levels of cooperation between team members offering leadership to motivate others.

Decision making skills: an incisive and practical approach to decision making with the ability to know when to make decisions on their own and when to seek assistance from the senior or principal officer.

Customer care skills: an understanding of customer relations issues and customer care procedures.

Information technology skills: the ability to use standard office programmes and packages effectively, as well as the appropriate specialised programmes.

Shortlisting criteria

In addition to the above qualifications, driving licence 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:

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience of d) supervision and motivation of staff members;
- in the second instance, hold a Certificate of Registration of the Environmental Health Officers' Registration Board;
- in the third instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience of working as an Environmental Health Officer or in a similar Environmental Health role; and
- in the fourth instance, can demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience of working as an Environmental Health Officer or in a similar Environmental Health role.

Belfast City Council

Terms and conditions of employment

Environmental Health Officer – Team Leader Port Health (PO2)

There is one ‘temporary project’ post for six months, subject to review, the post may be extended subject to funding arrangements. Other fixed term or temporary posts, on full-time, part-time or job share basis, may be filled from a reserve list.)

City Protection Service

City and Neighbourhood Services Department

Job applicant privacy notice

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

If you apply for this job, you will be providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority. In some cases, the council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants’ sensitive data for equal opportunities purposes and to check applicants’ eligibility to work in the UK before employment starts. The council will collect a range of information about you, including:

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

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council’s Records Retention and Disposal Schedule.

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

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

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

Please see further details of the terms and conditions relating to this post set out below:

Appointment

The appointment will be made by the selection panel but will be subject to ratification by the director of the relevant department.

There is currently one full-time 'temporary project' post for six months, which may be extended subject to funding arrangements.

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.

This is a 'temporary project' post for six months, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary project' post with the right to return to his or her substantive post at the conclusion of the 'temporary project' post. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract into a 'temporary project' post but with no automatic right to revert back to his or her original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a 'temporary project' post but with no automatic right to revert back to his or her original agency assignment. Temporary and

fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.

For internally trawled permanent or temporary project/cover/review posts, candidates must remain current employees or agency assignees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees or agency assignees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process; even if they were an employee or agency assignee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees or agency assignees as at the point in time that a vacancy arises. Candidates who are no longer Belfast City Council employees or agency assignees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Job details

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

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

The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, have “access to a form of transport which enables them to meet the requirements of the post in full”. Please be advised that this alternative is a ‘reasonable adjustment’ specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. Please also be advised that, given the business need for the post-holder to holder to carry out specified enforcement, investigative, educational and advisory duties related to the work of the City Protection Service at the Belfast Port and/or with other organisations and customers across the city, as well as the need to provide occasional cover for out of hours services, the ‘reasonableness’ of this adjustment will be thoroughly assessed prior to any appointment being made.

Please note, it will be a condition of appointment that if the successful candidate is not qualified as an Official Fishery Inspector, as at the closing date for application forms, they must undertake practical training and successfully complete the Food Standards Agency online course before the 30 November 2021 (this date is subject to change).

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 PO2, SCP 29 to 32, £32,910 - £35,745 per annum plus 20% shift allowance and weekend enhancement where applicable (currently under review) (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 at Port Health, Corry Place, Belfast but will be required to work at the Border Inspection Post located within Belfast Port and will also 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, you may be asked, in the first instance, to work from home, report to a different location, 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, driving licence (both parts), membership of a professional body 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 his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

If the person appointed acquires a conviction throughout the course of 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.

Please note that if an applicant is recommended for appointment he or she 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. After pre-employment checks are complete, an applicant must formally accept and commence employment in this post within four weeks.

Council policies

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

Conditions

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

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

Service and hours of duty

The hours of duty for these posts are an average of 37 per week, working two weeks on day shift (am to pm) and two weeks on night shift (pm to am) (not necessarily consecutively) as per the example shift rotas below. The person appointed will be informed as to which team they have been

assigned to. However, when advised, the person appointed will be required, for operational reasons, to work outside of these hours including on extra statutory, bank and/or public holidays.

Supervisor 1								
Week	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1		8.30am-8.30pm	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm	Days
2	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm			Days
3		8.30pm-8.30am	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am	Nights
4	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am			Nights

Supervisor 2								
Week	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1		8.30pm-8.30am	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am	Nights
2	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am			Nights
3		8.30am-8.30pm	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm	Days
4	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm			Days

Supervisor 3								
Week	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am			Nights
2		8.30am-8.30pm	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm	Days
3	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm			Days
4		8.30pm-8.30am	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am	Nights

Supervisor 4								
Week	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm			Days
2		8.30pm-8.30am	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am	Nights
3	8.30pm-8.30am			8.30pm-8.30am	8.30pm-8.30am			Nights
4		8.30am-8.30pm	8.30am-8.30pm			8.30am-8.30pm	8.30am-8.30pm	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.

Other fixed term contract and temporary posts may arise and be filled from a reserve list, these vacancies may comprise of alternative hours of duty and working patterns to those stated above including part-time or job share hours.

Annual leave

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

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

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

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

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

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

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

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

Sick leave

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

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

Superannuation

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

Car user

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

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 project' post arrangement. 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 emailed to jobs@belfastcity.gov.uk by 4pm on **Thursday, 16 September 2021**.

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

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

Short-listing and interview date

It is envisaged that **short-listing** for this post will take place on **Tuesday, 21 September 2021**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that **interviews** will be held **on Tuesday, 28 September and, or Wednesday, 29 September 2021** and **will be held via MS Teams**.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

Environmental Health Officer – Team Leader Port Health (PO2)

There is one 'temporary project' post for six months, subject to review, the post may be extended subject to funding arrangements. Other fixed term or temporary posts, on full-time, part-time or job share basis, may be filled from a reserve list.)
(Applicants must be current employees or current agency assignees of Belfast City Council as at Thursday, 16 September 2021 and throughout the selection process)

City Protection Service

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Thursday, 16 September 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 will be either on a fixed term or temporary basis and may be working full-time, part-time or job share hours.

Please indicate below whether you would be interested in 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 fixed term and 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 or job share 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 or an agency assignee of Belfast City Council

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

Are you a current casual worker with Belfast City Council?

(Please note: casual workers are ineligible for this post.) Yes No

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, 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 Bachelor of Science or Master of Science degree in Environmental Health which is approved by the Chartered Institute of Environmental Health, or, hold a qualification acceptable to the Environmental Health Registration Board, that is, Diploma in Environmental Health awarded by the Chartered Institute of Environmental Health (CIEH), or a historical equivalent;

Applicants must be qualified as an Official Fishery Inspector (or must undertake practical training and successfully complete the Food Standards Agency online course before the 30 November 2021, this date is subject to change).

Please detail your qualification below:

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

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

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

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

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- (c) **Professional qualifications:**

The council reserves the right to shortlist in the second instance, only those applicants who, as at the closing date for receipt of application forms, hold a Certificate of Registration of the Environmental Health Officers' Registration Board.

If applicable, -please detail your relevant qualifications below:

Title of professional body	Title of qualification(s)	Date of attainment

(d) **Current position held:**

Current Job Title:	Grade:	Date appointed:

Section 3: Driving licence and experience

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

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

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

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

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

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

Essential criteria

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

- working as an Environmental Health Officer or in a similar environmental health role; and
- providing advice and guidance on relevant work issues or on relevant technical, enforcement or environmental health matters to others.

Shortlisting criteria

In addition to the above qualifications, driving licence 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:

- in the first instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's experience of d) supervision and motivation of staff members;
- in the second instance, hold a Certificate of Registration of the Environmental Health Officers' Registration Board;
- in the third instance, can demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience of b) working as an Environmental Health Officer or in a similar Environmental Health role; and
- in the fourth instance, can demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience of b) working as an Environmental Health Officer or in a similar Environmental Health role.

Please provide the following detail in boxes b) – d):

- 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 where you gained this work experience; the areas of environmental health you have worked in, or the work you have done in a similar environmental health role; what you had responsibility for; any programmes you participated in; what project work you carried out; the reports and statistical information you produced; who this information was produced for; etc.

- c) You must clearly detail the advice and guidance you have provided on relevant work issues, or the advice and guidance you have provided on relevant technical, enforcement or environmental health matters, who you provided it to, etc.
- d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the roles of staff you have supervised, the numbers of staff supervised, the type of role you gained this experience, how you developed and motivated those team members, etc.

b) You **must** demonstrate here, by providing personal and specific examples, that you have relevant experience (as outlined on the employee specification) of working as an Environmental Health Officer or in a similar environmental health role.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate in the third instance at least one year's experience in this area and in the fourth instance at least two years' relevant experience in this area.)

Continuation sheets must not be used

c) You **must** demonstrate here, by providing personal and specific examples, that you have relevant experience (as outlined on the employee specification) of providing advice and guidance on relevant work issues or on relevant technical, enforcement or environmental health matters to others.

Continuation sheets must not be used

d) **If applicable**, please demonstrate in this box, by providing personal and specific examples, that you have at least one year's relevant experience of supervision and motivation of staff members.

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000001173/

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