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# Job description

**Date:** 1 December 2018

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**Department:** City and Neighbourhood Services

**Post number:** 1416

**Section:** Support Services (Under Review)

**Job title:** **Business Coordinator (HR/ Administration)**

**Grade:** PO3

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## Main purpose of job

Be responsible to the Human Resources Manager(s) for assisting with the effective management of all human resource matters and associated reporting across the department, to ensure the business needs are met in an efficient and effective manner in line with corporate policies and procedures.

Provide advice and guidance to the department's operational directors, senior managers and other staff on human resource matters including employee relations, attendance management, training and development, payroll and other business issues and to coordinate all departmental human resource matters in liaison with Corporate Human Resources Unit.

Be responsible to the Human Resources Manager(s) for the allocation of the daily workload and the effective supervision of support staff assigned to the section including the motivation and management of relevant staff, and where appropriate to ensure that all tasks are carried out to agreed quality and time targets.

Contribute to the formulation and review of departmental human resource and business support policies and plans, and wider corporate policies and initiatives, working in conjunction with the Human Resources Manager and Business Support Manager and other council officers.

Assist the Human Resources Manager(s) to ensure the timely development of proposed annual objectives, performance indicators and work programmes.

Represent the Human Resources Manager(s) as required.

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## Summary of responsibilities and personal duties

1. Support the Human Resource Manager(s) in ensuring that human resources and employee relations issues for the department are effectively managed and reported on in accordance with council's policies and procedures and to ensure that the relevant legislative requirements are met.
2. Act as investigating officer and carry out investigations, including grievance, and disciplinary, in accordance with the council's human resources policies and procedures.
3. Be responsible for the effective management of human resource records including recruitment, discipline, sickness absence, overtime, leave etc, and to develop reports for the Operational Directors and Senior Departmental Management Team as required.
4. Be responsible for the ongoing monitoring, measurement and compliance auditing of departmental human resource performance data, for example, overtime working, agency working, attendance management etc. and for direct participation in absence management, disciplinary and grievance cases as required.
5. Assist the Human Resources Manager(s) in the effective management of sickness absence including the monitoring and compliance of departmental absence figures and the implementation of absence management policies and procedures.
6. Be responsible for the effective monitoring of all employee relations cases ensuring compliance with procedure and to maintain relevant Case Management Systems.
7. Be responsible for monitoring and managing the employment of agency workers within the department and ensure compliance with legislation and corporate policies.
8. Oversee the monitoring of temporary and fixed term contracts and ensure compliance with corporate policy and legislation.
9. Oversee the effective management of the department's redeployment process.
10. Oversee the management of the department's vacancy control procedure in line with council procedures.
11. Disseminate human resources information, issue guidelines and ensure effective communication across the department in relation to council policies, procedures and guidelines.
12. Be responsible for the coordination and administration of the department's service performance data and prepare reports and other statistical data relating to human resources matters and report to DMT on a regular basis.
13. Be responsible for the development and review of continuous improvement initiatives for the departmental HR Unit and to be the departmental coordinator for quality initiatives and to coordinate relevant improvement information and develop departmental improvement plan.
14. Keep under active review in liaison with corporate Human Resources the human resources and administrative systems, procedures, practices and developments, including changes in legislation and regulations, necessary to support the departmental business needs.

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15. Represent the department through participation in corporate working groups, project groups and other consultative meetings as required, including meetings with trade unions and staff representatives, corporate human resources, legal services and other officers. In particular to consult in relation to changes in council policy and procedures or on the implementation of change by representing the department in the relevant forum.
  16. Be responsible for responding to, and monitoring appropriate requests under FOI and data protection legislation and to ensure compliance with such legislation.
  17. Assist the HR Manager(s) in the preparation of case papers for employment tribunals.
  18. Provide advice on all employee relations and change management matters within the department through active participation in such areas as structural reviews, job evaluation exercises and categorisation processes.
  19. Be responsible for the provision of appropriate departmental information to payroll, for example, overtime, sickness absence information and similar information.
  20. Support the HR Manager(s) in the development and delivery of a departmental training strategy in relation to human resources policies, protocols and procedures.
  21. Be responsible for monitoring the completion of departmental personal development plans in line with corporate protocols, and that these provide the basis for an annual departmental training plan.
  22. Be responsible for the development of an annual departmental training plan
  23. Contribute towards the development of the section business plan and associated performance indicators.
  24. Support the HR Manager(s) in ensuring the accurate and timely production of all information required for council and other committee reports, official returns for measuring the department's performance on HR matters.
  25. Keep under review new developments in human resources and industrial relations matters relevant to any of the department's services and to make timely recommendations to the HR Manager(s) concerning all consequential changes to policy or procedures and training or other resource requirements necessary for the maintenance of departmental or service efficiency and effectiveness.
  26. Represent the Human Resource Manager(s) as required.
  27. Participate as directed in the council's selection interview process.
  28. Undertake such other relevant duties as may from time to time be required.

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# Employee specification

**Date:** 3 July 2020

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**Department:** City and Neighbourhood Services

**Post number:** 1416

**Section:** Support Services (under review)

**Job title:** **Business Coordinator (HR/ Administration)**

**Grade:** PO3

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## 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 and experience

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

- have a relevant third level qualification in Human Resources, Business Studies or equivalent qualification; **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following areas; **or**
- be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the following areas:
  - a. providing advice and guidance to senior managers on a range of human resources issues including employee relations, training and development, payroll, absence management, disciplinary, grievance and capability processes;
  - b. direct participation in complex absence management, disciplinary and grievance processes; and
  - c. managing and motivating administrative support staff on a daily basis including programming workloads and priorities to ensure the objectives of the organisation are met.

## Special skills and attributes

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

**Technical knowledge:** an up to date understanding of human resources issues, legislation and best practice including how information technology and new technologies can increase business efficiency.

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**Communication and influencing skills:** the ability to write reports, memos and letters on complex or sensitive issues to both internal and external recipients and the ability to influence others including Elected Members, Trade Unions, senior managers and staff, negotiate on varying levels, present reasoned arguments and make formal presentations within a complex environment.

**Information technology skills:** operational proficiency in the use of specialist software, capable of database manipulation and report creation to extract the data required for management information provision.

**Analysis and decision making skills:** the ability to analyse complex situations and take appropriate decisive action with an understanding of the possible wider corporate implications of such action.

**Work planning skills:** the ability to plan and prioritise demanding work-loads and allocate work accordingly to staff taking into account short and medium term goals, service demands and the availability of resources.

**Staff management and leadership skills:** the ability to lead and motivate a small section of employees, agreeing and reviewing targets for individuals and for teams whilst making a full contribution to team decision-making and achievement of objectives.

**Partnership working skills:** the ability to convene and work in partnership with a wide range of stakeholders to develop and deliver the required outputs.

**Performance management skills:** an understanding of how to deliver a value for money service via performance management systems and procedures including performance indicators, benchmarking and quality assurance methodologies.

### **Short-listing criteria**

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at closing date for receipt of application forms:

- in the first instance, are full, current professional members of the Chartered Institute of Personnel and Development, i.e. Associate, Chartered Member or Chartered Fellow; and
- in the second instance, can demonstrate, by providing personal and specific examples on the application form, either two years' or three years' relevant experience in each of the areas detailed above (a – c).

## **Belfast City Council**

### **Terms and conditions of employment**

#### **Business Coordinator (HR/ Administration) (PO3) 'Temporary review' post for one year, subject to review**

#### **Support Services Section**

#### **City and Neighbourhood Services Department**

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#### **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](mailto: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.

**If you are currently placed on furlough, you will be required to return from furlough to commence in this 'temporary review' post.**

There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview. For generic-type posts, this may include posts in another department.

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](mailto:jobs@belfastcity.gov.uk) with your new contact details.

**This is a 'temporary review' post for one year, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary review' post with the right to return to his or her substantive post at the conclusion of the 'temporary review' 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 review' 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 review' 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, 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 or 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, memberships etc. at the closing date for applications.

### **Remuneration**

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO3, SCP 32 to 35, £34,788 - £37,849 per annum (pay award pending) (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

### **Location**

The person appointed will be based initially in the Cecil Ward Building, 4-10 Linenhall Street, Belfast but will be required to work in and/or visit other locations.

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

### **Pre-employment checks**

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

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

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

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

### **Annual leave**

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

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

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

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

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

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

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

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

### **Sick leave**

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

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

### **Superannuation**

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

One month or more but less than two years

Two years or more but less than twelve years

12 years or more

**Period of notice**

Not less than one week

Not less than one week for each year of continuous service

Not less than 12 weeks

**It is usual to give one week's notice to terminate this temporary review 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](mailto:jobs@belfastcity.gov.uk) by 4pm on **Tuesday, 4 August 2020**.

**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](mailto: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 **Wednesday, 5 August 2020**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held on **Monday, 17 August 2020** 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:

### **Business Coordinator (HR/ Administration) (PO3)**

**Temporary review post for one year, subject to review**

**(Applicants must be current Belfast City Council employees or agency assignees as at Tuesday, 4 August 2020 and throughout the selection process)**

**Support Services Section**

**City and Neighbourhood Services Department**

Name of Applicant:

Address:

The closing date for applications is **4pm on Tuesday, 4 August 2020.**

Completed application forms should be emailed to [jobs@belfastcity.gov.uk](mailto: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**

**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.  
**If applicable, applicants must, as at the closing date for receipt of application forms, have a relevant third level qualification in Human Resources, Business Studies or equivalent qualification.**  
**Please detail your relevant qualification below:**

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

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

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

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

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- (c) **Current membership of professional bodies:**  
**The council reserves the right to shortlist, in the first instance, only those applicants who, as at the closing date for receipt of application forms, are a full, current professional member of the Chartered Institute of Personnel and Development, i.e. Associate, Chartered Member or Chartered Fellow. Please detail your relevant current membership below:**

Title of professional body	Type / grade of membership	Membership number	Date of expiry

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

Current Job Title:	Grade:	Date appointed:

### Section 3: Experience

5.

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

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

#### Essential criteria

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

- have a relevant third level qualification in Human Resources, Business Studies or equivalent qualification; **and** be able to demonstrate on the application form, by providing personal and specific examples, at least one year's relevant experience in each of the following areas; **or**
- be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the following areas:
  - a. providing advice and guidance to senior managers on a range of human resources issues including employee relations, training and development, payroll, absence management, disciplinary, grievance and capability processes;
  - b. direct participation in complex absence management, disciplinary and grievance processes; and
  - c. managing and motivating administrative support staff on a daily basis including programming workloads and priorities to ensure the objectives of the organisation are met.

#### Short-listing criteria

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at closing date for receipt of application forms:

- in the first instance, are full, current professional members of the Chartered Institute of Personnel and Development, i.e. Associate, Chartered Member or Chartered Fellow; and
- in the second instance, can demonstrate, by providing personal and specific examples on the application form, either two years' or three years' relevant experience in each of the areas detailed above (a – c).

In boxes (a), (b) and (c) 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 the advice and guidance you provide to senior managers on a range of human resource issues; the range of human resource issues you have advised on including employee relations, training and development, payroll, absence management, disciplinary, grievance and capability processes; who you provided the advice and guidance to, the outcome of providing this advice and guidance, 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 the absence management processes you have directly participated in, your specific level of direct participation outlining your role and responsibilities,

the disciplinary and grievance processes you have directly participated in, your specific level of direct participation outlining your role and responsibilities, how these absence management and disciplinary and grievance processes were complex, etc.

- (c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have of managing and motivating administrative support staff on a daily basis; the numbers of administrative support staff you have managed and motivated; how you have managed and motivated these staff; how you have programmed workloads and priorities to ensure the objectives of the organisation are met, etc.



**5a.**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' (as detailed in the Employee Specification) relevant experience of providing advice and guidance to senior managers on a range of human resources issues including employee relations, training and development, payroll, absence management, disciplinary, grievance and capability processes.

**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate either two years' or three years' experience in this area)**

Continuation sheets must not be used

**5b.**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' (as detailed in the Employee Specification) relevant experience of direct participation of complex absence management, disciplinary and grievance processes.  
**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate either two years' or three years' experience in this area)**

Continuation sheets must not be used

**5c.**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' (as detailed in the Employee Specification) relevant experience of managing and motivating administrative support staff on a daily basis including programming workloads and priorities to ensure the objectives of the organisation are met.

**(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate either two years' or three years' relevant experience in this area)**

Continuation sheets must not be used

**Equal opportunity monitoring form**

HR Reference number: 0000000827/

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:****Official use only:**

<b>Date of birth:</b>		<b>Dob</b>	
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<b>Gender:</b>	Male			Female			<b>Gender</b>	
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<b>Family status:</b>	Married	<input type="checkbox"/>	Single	<input type="checkbox"/>	<b>Status</b>	<input type="checkbox"/>
	Divorced	<input type="checkbox"/>	Separated	<input type="checkbox"/>		
	Widowed	<input type="checkbox"/>	Cohabitant	<input type="checkbox"/>		
	Civil partnership	<input type="checkbox"/>	Dissolved civil partnership	<input type="checkbox"/>		
	Other, please specify	<input type="text"/>				

<b>Ethnic origins:</b>	White	<input type="checkbox"/>	Indian	<input type="checkbox"/>	<b>Ethnic origin</b>	<input type="checkbox"/>
	Pakistani	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>		
	Chinese	<input type="checkbox"/>	Irish Traveller	<input type="checkbox"/>		
	Black African	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>		
	Black other, please specify	<input type="text"/>				
	Mixed ethnic group, please specify	<input type="text"/>				
	Other, please specify	<input type="text"/>				

Please state your nationality or citizenship (for example, British, Irish, Polish):	<input type="text"/>	<b>Nation</b>	<input type="checkbox"/>
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**Persons with and without a disability:**

A person has a disability if he or she has "a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities" (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	<b>Disability</b>	<input type="checkbox"/>
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If yes, please state nature of disability:	<input type="text"/>
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If no, have you ever had a disability?

Yes

No

History

**Persons with and without dependants:**

Have you any caring responsibility?

Yes

No

**Official use only:**

Dependants

Children

Relative

A person with a disability

Other, please specify

**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

Code

I am a member of the Roman Catholic community

Method

I am a member of neither the Protestant nor Roman Catholic communities

**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, please specify

Religious belief

No religious belief

Not disclosed