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# Job description

**Date:** October 2019

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**Department:** City and Neighbourhood Services

**Post number:** 1888

**Section:** City Services (Resources and Fleet)

**Job title:** **Combined HGV/LGV Driver Loader**

**Grade:** Scale 4

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## Main purpose of job

Reporting to the relevant Line Manager or other line manager as appropriate, the primary function of the Combined HGV/LGV Driver Loader is to provide operational cover for all vehicles and associated duties utilised in Open Spaces and Streetscene Services and City Services (Resources and Fleet).

The Combined HGV/LGV Driver Loader will undertake a variety of duties connected with driving a range of vehicles, supervising operatives, undertaking street cleansing and the collection of waste, recyclable and compostable materials from a variety of locations, for delivery to a reception point. Duties will be undertaken within specified area(s) or city-wide as appropriate and incorporate the use of the full range of Waste Collection and Recycling/Open Spaces and Streetscene containers, associated Open Spaces and Streetscene and Waste Collection and Recycling equipment, information and telecommunications technology.

The Combined HGV/ LGV Driver Loader will also be required to undertake other City Services (Resources and Fleet) or Open Spaces and Streetscene appropriate duties as required, when not involved in driving duties.

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# Summary of responsibilities and personal duties

## **Open Spaces and Streetscene and Waste Collection and Recycling Operations**

1. Operate any in-cab telematics systems as required (for example, bin and box) including bin lifts containing bin weighing equipment, bins with data chips, vehicle safety equipment (including vehicle immobilisation, locking and alarm systems and bin-lift immobilisation systems), and to report to management any defects to such equipment in a timely manner and to assist new employees in the use of such equipment.
2. Use all equipment and tools etc provided safely (making sure they are in good condition at all times) and ensure that all work is carried out in an efficient and effective manner, to the required service standards, ensuring that work areas are left in a high standard of cleanliness on completion of operations and to ensure all vehicles are fully equipped and stocked with all necessary tools and supplies.
3. Empty all types of receptacle and lift all loose waste, as required, ensuring the safe collection, recycling and disposal of waste. Supervise any inspection process required to ensure that materials presented for recycling are not contaminated by non-appropriate materials. This will include both pre and post emptying of the receptacle.
4. Participate in recycling promotional activities, leaflet drops, bin sticker attachment and other public survey work. Be available for staff briefing and toolbox talks and be able to relay all relevant information to the team.
5. Safely carry out priority cleansing, and collecting priority waste – segregating and disposing, recycling and composting of waste as required. This includes the safe use (and storage) of any equipment and associated materials required for the priority waste cleansing process.
6. Undertake all gully sucking, and other clearance of drains as required.
7. Empty all skips safely, with due regard to the safety of staff and the public and report any defects to the appropriate line manager.
8. Load the vehicle with sweepers waste bags etc, remove bags and awkward household waste from its location – assist staff with heavy and other items as necessary.
9. Monitor the daily operation and provide management information regarding; recycling collections, contamination, additional premises and households not yet participating in recycling, etc.

## **General**

10. Directly supervise allocated squad and staff ensuring that staff have all the required information to ensure they complete the daily tasks efficiently (for example, route information, schedules and rotas), and provide the appropriate management reports for the line manager.
11. Take part in all required training activities including providing on-the-job coaching and training to staff as well as instructing staff in the use of plant and vehicle immobilisation and safety equipment for Open Spaces and Streetscene operations, Waste Collection and Recycling, priority waste and recycling operations.

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12. Ensure that staff are wearing the appropriate work wear and PPE and comply with all Health and Safety legislation and safe systems of work.
  13. Drive and be responsible for any allocated vehicle and any authorised passengers. Ensure that the vehicle is not overloaded, and to safely manoeuvre the vehicle on the daily routes.
  14. Adhere to appropriate driving guidelines – for example, vehicle weight, driver daily checks, accident procedure and drivers procedures (including drivers handbook), and other relevant duties. Adherence to health and safety at work legislation and appropriate codes of practice; safe systems of work, the safe lifting of heavy objects, recognising hazardous substances, and ensuring the safety of the public and other council staff where appropriate.
  15. Ensure all Operator Licencing, Tachograph and Driver Regulations are complied with and that daily record sheets for example, work records, fuel, mileage, defects, are recorded accurately and returned to the relevant manager in accordance with legislative requirements.
  16. Carry out Waste Collection and Recycling and Open Spaces and Streetscene duties, with due regard to property and with minimum disturbance to members of the public, hence bins and other items should be emptied and returned to their proper location undamaged and with lids closed. Appropriate mechanical aids should be used and all spillages should be cleared up.
  17. Obtain keys to open and close alley gates before and after Waste Collection and Recycling or Open Spaces and Streetscene operations has been completed.
  18. Adhere to instructions given regarding the use of landfill or other waste treatment sites and waste transfer stations.
  19. Liaise with the relevant line manager concerning daily route and in so far as is possible ensure that it is followed, while reporting any issues affecting completion of the daily tasks. Ensure that, where practicable, all waste and litter on the route is collected and, if not, inform the line manager of any non-completion as soon as possible.
  20. Complete all daily record sheets – mileage, fuel, defects, and any other documents, and return them to the relevant line manager daily. When appropriate, implement route changes to improve efficiency for example, route optimisation.
  21. Assist with mechanical and manual snow clearance and gritting of predefined areas as required.
  22. Carry out any reasonable requests as may be made from line management and undertake such other relevant duties as may from time to time be required.
  23. Undertake other duties such as waste or recycling collection, street cleansing and associated functions, when not required for driving duties and comply with any reasonable request made by the appropriate line manager.
  24. Carry out the duties of the post in such a manner as to safeguard and enhance the profile of council whilst adhering to the principal of high levels of customer care and focus at all times.

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25. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  26. 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, including, absence management, disciplinary and grievance procedure.
  27. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  28. Undertake such other relevant duties as may, from time to time, be required.

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

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# Employee specification

**Date:** 1 July 2022

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**Department:** City and Neighbourhood Services

**Post number:** 1888

**Section:** City Services (Resources and Fleet)

**Job title:** **Combined HGV/LGV Driver Loader**

**Grade:** Scale 4

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## Essential criteria

### Qualifications and experience

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

- (a) have a full, current Category C driving licence which enables them to drive appropriate large refuse collection vehicles in Northern Ireland (a vehicle will be provided for the purposes of fulfilling the duties of this post);
- (b) have a valid Driver Qualification Card (Driver Certificate of Professional Competence (CPC));

**and**

- be able to demonstrate on the application form, by providing personal and specific examples, relevant work experience in each of the following two areas:
  - (c) driving in a commercial or public sector environment; and
  - (d) dealing directly with members of the public, in person.

**Please note that all eligible applicants, must undergo and successfully pass a driving assessment which enables them to drive large vehicles associated with the Category C licence as part of the selection process. Only those applicants who successfully pass the driving assessment, if required, will be invited to attend for interview for this post.**

### Special skills and attributes

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

**Communication skills:** the ability to complete standard forms clearly and to collate basic information into written reports. The ability to communicate effectively and deal with

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confrontational situations in a professional manner. The ability to give clear oral instructions and information to team and members of the public.

**Customer care skills:** an understanding of the importance of responding appropriately to the needs of internal and external customers. The ability to apply customer care procedures and deal with the public in a helpful and positive manner.

**Analysis and decision making skills:** the ability to make decisions on a day to day basis in relation to working methods and requirements of a small operational team.

**Work planning and prioritisation skills:** the ability to plan and prioritise work to ensure that tasks are completed within appropriate timescales.

**Team working skills:** the ability to work as an effective team member who contributes to the success of the team and achievement of objectives by making contributions and building on the contributions made by others.

**Health and safety awareness:** an understanding of health and safety responsibilities in relation to employees and the public in a high risk working environment.

**Technical skills:** an understanding of vehicle components and of the checks and documentation required.

### **Shortlisting criteria**

In addition to the above qualifications and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, at least six months' relevant experience in each of the aforementioned areas (c) i.e. driving a LGV in a commercial or public sector environment and (d) dealing directly with members of the public, in person.

## **Belfast City Council**

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

#### **Combined HGV/ LGV Driver Loader (Scale 4)**

**There are currently up to 16 permanent full-time posts. More permanent full-time posts are, however, likely to arise in the future so a reserve list for permanent posts will be created from this exercise. Other temporary, part-time or job-share posts may also be filled from this reserve list.**

#### **City Services (Resources and Fleet)**

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

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##### **Job applicant privacy notice**

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

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

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

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

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

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

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

The Council is also required to collect more sensitive personal data (known as special category personal data) in order to monitor applications for equal opportunities purposes. The equality monitoring information is removed from your application pack before your job application is considered, and is retained in compliance with the council's Records Retention and Disposal

Schedule. Your sensitive personal data will not be shared without your consent unless the law permits or places an obligation on the Council to do so.

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

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

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

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

### **Appointment**

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

**There are currently up to 16 permanent full-time posts. More permanent full-time posts are, however, likely to arise in the future so a reserve list for permanent posts will be created from this exercise. Other temporary, part-time or job-share posts may also be filled from this reserve list.**

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

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.

**If applicable, for temporary and fixed term contract posts, an existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary project/cover/review' post with the right to return to their substantive post at the conclusion of the 'temporary project/cover/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 project/cover/review' post but with no automatic right to revert back to their original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a 'temporary project/cover/review' post but with no automatic right to revert back to their original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.**

### **Job details**

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

Employee specification: please refer to the attached employee specification for details of any licences, experience etc. which are required for the post. Should an applicant be recommended for appointment to this post, they will be required to produce official original proof of any licences, etc. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they were in possession of such licences 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 4, SCP 8 to 12, £22,777 - £24,496 per annum plus night rate and weekend enhancement (currently under review), where applicable (in normal circumstances, the starting salary is the minimum point), paid fortnightly 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 Duncrue Complex, Duncrue Road but will be required to work in and/or visit other locations.

### **Pre-employment checks**

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

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

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

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

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

### **Council policies**

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

### **Conditions**

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

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

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

### **Service and hours of duty**

The hours of duty for these posts are 37 hours per week, working: Monday to Thursday: 7.30am – 3.30pm; and Friday: 7.30am – 3pm.

The successful candidates will be required to cover 6.30am – 2.30pm Monday to Thursday and 6.30am – 2pm on Friday subject to operational requirements as and when required.

When advised, you will also be required to work outside 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 work or patterns of work will be reasonable and subject to adequate notice.

### **For night shift posts (which may be filled from the reserve list):**

The hours of duty for night-shift posts are 37 per week, working either:

- (i) Wednesday to Sunday: working 11pm – 7am on Wednesday, Thursday, Saturday and Sunday and 11pm – 6.30am on Friday; or
- (ii) Monday to Friday: working 11pm – 7am on Monday, Tuesday, Wednesday and Thursday and 11pm – 6.30am on Friday.

## **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 177.6 hours (24 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. They may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) ([www.nilgosc.org.uk](http://www.nilgosc.org.uk)).

## Uniform

Uniform clothing will be issued by the relevant department. The wearing of such uniform clothing will be a pre-requisite of appointment and it must only be worn whilst on duty. Only in exceptional circumstances will items be replaced. All items of clothing and other issued equipment will remain the property of the relevant department. Facilities for changing and storage will be available.

## 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

If applicable, it is usual to give one week's notice to terminate temporary post arrangements and your statutory notice period which relates to your substantive post with the council remain unchanged.

## Probationary period

The person appointed will be required to complete a six month probationary period and during this time one week's notice will be given by the council to terminate employment.

## Interview expenses

Reimbursement of interview expenses is not available.

## Receipt of applications

Completed applications must be received by [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by 4pm on **Monday, 12 June 2023**.

Please note that it is the candidate's responsibility to ensure that their application form is submitted and received in the Human Resources Section by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax. **We are unable to issue or receive any hard copy application forms, either by post or hand-delivered.**

## Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Thursday, 15 June 2023**.

**Short-listed candidates will be required to undertake a driving assessment associated with a Category C licence as part of the selection process. It is envisaged that these tests will take place during week commencing Monday, 26 June 2023.**

**Please note only those candidates who successfully pass the driving assessment will be invited to attend for interview.**

It is also envisaged that interviews will be held via MS Teams **week commencing 17 July 2023.**

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

## Belfast City Council

Application for appointment as:

### Combined HGV/ LGV Driver Loader (Scale 4)

(There are currently up to 16 permanent full-time posts. More permanent full-time posts are, however, likely to arise in the future so a reserve list for permanent posts will be created from this recruitment exercise. Other temporary or fixed term, part-time or job-share posts working day shift or night shift hours may also be filled from this reserve list).

City Services (Resources and Fleet) Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 12 June 2023.**

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 we are unable to issue or receive any hard copy application forms either by post or hand delivered. All application forms must be emailed to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk)**

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

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



**Belfast  
City Council**

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

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

**These posts may be either on a permanent or temporary (including fixed term) basis and may be working full-time, part-time or job share hours. These posts may be day shift or night shift posts.**

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

**E.g. If you are interested in both permanent and temporary (including fixed term) positions, please tick (✓) both boxes.**

**Contract type:**

Permanent ☐ Temporary (including fixed term) ☐

**Hours of work:**

Full-time ☐ Part-time ☐ Job share ☐

Day shift ☐ Night shift ☐

**Other positions including permanent, temporary (including fixed term), part-time, job share, day shift and night shift posts may become available and may be filled from a reserve list.**

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary (including fixed term) vacancies; for full-time, part-time and job share hours; and for day shift and night shift hours.

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

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

**Section 1: Personal details**

Are you currently employed by Belfast City Council?

Yes ☐ No ☐

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes ☐ No ☐

If yes, please state your reason for leaving:

**1. Your details**

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

**3. Other information**

National insurance number:



## Section 2: Employment history

### 4. Employment history

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

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

(b) Details of previous employment and positions held:

Name and address of previous employer(s):	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)	Position(s) held:	Salary:

### Section 3: Driving licence and experience

5.

(a)

Do you hold a full, current LGV driving licence (Class C) which enables you to drive in Northern Ireland?

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).**

(b) Do you possess a full, current Driver CPC qualification?

Yes

☐

No

☐

If you have answered yes to question (b), please also provide details of your Driver Qualification Card (DQC) categories and expiry date:

Categories: \_\_\_\_\_ Expiry date: \_\_\_\_\_

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

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

Applicants **must**, 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 work experience in each of the following two areas:

- (c) driving in a commercial or public sector environment; and
- (d) dealing directly with members of the public, in person.

#### Short-listing criteria

In addition to the above qualifications and experience, Belfast City Council reserves the right to shortlist only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, at least six months' relevant experience in each of the aforementioned areas (c) i.e. driving a LGV in a commercial or public sector environment and (d) dealing directly with members of the public, in person.

#### In boxes (c) and (d) please provide the following detail:

(c) You must clearly state the start and end dates of your relevant experience including the number of months and years' relevant work experience you have in this area; the classes and types of vehicles you have experience of driving; the type of commercial or public sector environments you have driven in; how you adhered to health and safety regulations, how you maintained the vehicle; any vehicle checks you completed, etc.

(d) You must clearly state the start and end dates of your relevant experience including the number of months and years' work experience you have in this area; how you dealt directly, face-to-face and in person, with members of the public; what types of issues you have dealt with; how you helped resolve the issues; what were the outcomes, etc.

<b>(c)</b>	<p>Please demonstrate in this box, by providing personal and specific examples, that you have relevant work experience of driving in a commercial or public sector environment.</p> <p><b>(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least six months' relevant work experience in this area.)</b></p>
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Continuation sheets must not be used

**(d)**

Please demonstrate in this box, by providing personal and specific examples, that you have relevant work experience of dealing directly with members of the public, in person.  
**(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least six months' relevant work experience in this area.)**

Continuation sheets must not be used

#### Section 4: Other information

6. Notice required to terminate present position:

7. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer referee (or character reference if applicable):

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

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

Signed:

Date:

## Equal opportunity monitoring form

HR Reference number: 0000002035/

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:

### Official use only:

Dob

### Gender Identity:

How do you define your gender?

Male

☐

Female

☐

Prefer not to answer

☐

Gender  
Identity

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

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

Yes

☐

No

☐

Prefer not to say

☐

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

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

### Family status:

Married

☐

Single

☐

Divorced

☐

Separated

☐

Widowed

☐

Cohabitant

☐

Civil partnership

☐

Dissolved civil  
partnership

☐

Prefer not to answer

☐

Other, please specify

Status

### 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

Ethnic origin

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

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 **Additional information:**

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

Belfast Telegraph ☐ Irish News ☐ Newsletter ☐  
Sunday Life ☐ Specialist journal ☐ LinkedIn ☐  
Council trawl ☐ Council website ☐ Nijobfinder.co.uk ☐  
Facebook ☐ Twitter ☐ Word of mouth ☐  
Department of Learning, Jobs and Benefits ☐ Executive search ☐ Localgovernmentjobsni.gov.uk ☐

Other, please state where: