
Job description

Date: 20 October 2021

Department: Place and Economy Department

Post number: 1033

Section: Planning and Building Control

Job title: **Property and Legal Assistant**

Grade: Scale 6

Main purpose of job

To be responsible to the Property and Legal Coordinator through the Property and Legal Officer for assisting in the provision of an effective and customer focused service to Building Control.

To be responsible for the allocation of the daily workload and the effective supervision of support staff assigned to the section.

To assist in the management of the section in accordance with the principles of performance management and the council's corporate strategic objectives so as to ensure that the required standards of service quality are achieved and maintained.

To be responsible for the administration of property and legal matters for the service including the Land and Property Gazetteer, the processing of street naming, postal numbering and legal administration for the service.

To be responsible for the administration and site inspections associated with the renewal and replacement of street signs within the city.

Summary of responsibilities and personal duties

1. To assist in the preparation of the analysis of all relevant performance data as a means of measuring and identifying improvements including the production and collation of service information as requested by managers.
2. To allocate the daily workload to and to supervise those staff whose work relates to the property and legal functions of the Building Control Service.
3. To participate and assist in the implementation of performance management systems, including the identification of training and development needs for Personal Development Plans to ensure that staff are fully conversant with procedures for all functions within the section and in accordance with council policies.
4. To represent and deputise for the Property and Legal Officer within the post holder's sphere of responsibility.
5. To keep under active review all working practices, procedures and IT systems required to meet the business needs of the Service, making periodic recommendations to the Property and Legal Officer where improvements or efficiencies can be achieved.
6. To process street naming applications and the numbering and re-numbering of properties in new and existing developments within the city including applications for bilingual signs.
7. To liaise as directed with appropriate external bodies in relation to the naming of streets, numbering of properties and maintaining the Land and Property Gazetteer and to coordinate the input of street naming and numbering data onto databases on a timely basis.
8. To assist with the cleansing of the corporate Address Management System to comply with address life cycle requirements and manage the ongoing upkeep of the system.
9. To undertake street naming, numbering and dual language surveys, site visits and related contracts for street signs in response to requests from external bodies and other customers, both internal and external.
10. To ensure that property certificate searches are completed and property certificates issued within agreed timescales.
11. To provide the administration for Land and Property Services work including the production of reports and financial information on a timely basis.
12. To undertake activities relating to the upkeep of the valuation list including inspections of vacant properties
13. To liaise with internal sections within the council on the preparation and processing of all necessary legal documentation in relation to all service functions and attendance at court as required.
14. To supervise the front-line customer support service and deal with public enquiries.
15. To provide administration support for relevant aspects of the customer engagement strategy of the service including compiling customer surveys and the analysis of survey findings.

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16. To participate in any quality initiatives that may be undertaken by the service.
 17. To represent the service on corporate working groups and project teams as and when required.
 18. To undertake service specific projects including research as required for the service.
 19. To motivate and manage any staff that may be assigned to the post holder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
 20. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including, absence management, disciplinary and grievance procedure.
 21. To participate as directed in the council's recruitment and selection procedures.
 22. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 23. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 24. To undertake such other relevant duties as may, from time to time, be required.

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

Employee specification

Date: 2 March 2022

Department: Place and Economy Department

Post number: 1033

Section: Planning and Building Control

Job title: **Property and Legal Assistant**

Grade: Scale 6

Essential criteria

Driving licence and experience

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

- a) possess a full, current driving licence which enables the post holder to drive in Northern Ireland and a car available for official business **or** have access to a form of transport which enables them to meet the requirements of the post in full¹; 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:
 - b) providing a high level of customer care to internal and external customers including dealing with and resolving customer complaints and enquiries;
 - c) working in partnership with external organisations for example, PSNI, Land and Property Services, etc; and
 - d) preparing and processing legal documentation including associated research and maintenance of relevant databases.

Special skills and attributes

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

Communication skills: the ability to demonstrate good oral and written communication skills.

Customer care skills: the ability to deal with and respond to the needs of a diverse range of internal and external customer groupings including construction and legal professionals and members of the public.

¹ Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to undertake street naming, numbering and dual language surveys, site visits and related contracts for street signs throughout all areas of Belfast, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Team working skills: an effective team member with the ability to work towards and achieve team goals and outcomes.

Information technology skills: the ability to use standard Microsoft Office programmes and appropriate specialised programmes.

Decision making and problem solving skills: an incisive and practical approach to problem solving including the ability to know when to make a decision individually and when to seek assistance.

Work planning skills: the ability to prioritise work, understand work plans and follow through programmes to ensure that work is completed satisfactorily to achieve personal targets.

People management and development skills: the ability to manage effectively and encourage teamwork to deliver successful results building rapport with others, listening and learning as well as offering help and support and developing others through training and mentoring.

Performance management skills: the ability to establish and maintain a performance-oriented culture to ensure the delivery, monitoring and review of strategies and business plans.

Partnership working skills: the ability to form, maintain and enhance a wide range of internal and external partnerships working for the benefit of the council.

Short-listing criterion

In addition to the above driving licence 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 **two** years' relevant experience in each of the above noted areas b) - d).

Belfast City Council

Terms and conditions of employment

Property and Legal Assistant (Scale 6)

**One temporary, full time post until 31 March 2024, subject to review,
and one temporary, job share post until 31 March 2024, subject to review**

Planning and Building Control Section

Place and Economy Department

Job applicant privacy notice

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

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

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

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

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

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

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

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

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

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

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

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

Appointment

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

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

If you are offered and you accept a temporary position e.g. a temporary part-time position for 3 months, and another temporary part-time position arises from the same recruitment campaign e.g. for 1 year, regardless of whether or not you are still working in your temporary part-time position, you will not be offered any further temporary part-time position. However, in certain circumstances, when all relevant applicants on the reserve list for temporary vacancies, full-time or part-time, have been offered opportunities for which they expressed a preference on their application form, and if the timing of the reserve list is still valid and there are still temporary vacancies to fill before the reserve list expires, the council reserves the right to 'revisit' the reserve list in strict order of merit. This is the only time when an individual who has been appointed to a temporary position e.g. a temporary part-time position can be offered another temporary part-time position.

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

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

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

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

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

There is currently one temporary, full-time post until 31 March 2024, subject to review, and one temporary, job share post until 31 March 2024, subject to review. If applicable, an existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of

undertaking a 'temporary cover' post with the right to return to their substantive post at the conclusion of the 'temporary cover' 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 cover' 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 cover' 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.

For the job share post, terms and conditions will be applied on a pro rata basis.

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.

The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, "access to a form of transport which enables them to meet the requirements of the post in full". Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. Please also be advised that, given the business need for the post-holder to undertake street naming, numbering and dual language surveys, site visits and related contracts for street signs throughout all areas of Belfast, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale 6, SCP 18 to 22, £27,344 - £29,439 per annum (pro-rata to hours worked) (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.

Applicants should note that the above salary is based on a 37 hour working week. Payment for the job share post will be on a pro rata basis that is, the salary will be based only on the contractual number of hours worked (as outlined below under Service and hours of duty).

Location

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

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). 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

Full time post

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 they 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.

Job share post

The hours of duty are 18.5 per week, working 3.42 hours per afternoon, Monday to Friday. However, on an initial temporary basis, the person appointed will be required to work 18.5 hours per week, working 3.42 hours per morning, Monday to Friday.

For the initial temporary arrangement, flexible working hours are in operation between 7.30am and 12.30pm, 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 they will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

When the temporary arrangement ends, flexible working hours are in operation between 1.30pm 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 they will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

Please note, while this is a temporary job share post, the successful candidate is likely to be offered full time hours on a temporary basis, should they wish to accept it.

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
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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

For the job share post, sick pay will be paid on a pro rata basis in accordance with the scheme.

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).

Car user

This job may require the postholder to visit and carry out council duties in areas and locations across the city and it is therefore desirable that a car should be available when required. If required to travel for official council business, the postholder will be reimbursed at the appropriate mileage rate in accordance with the council's Car Use Policy if they use their own car.

Canvassing

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

Notice

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

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

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

It is usual to give one week's notice to terminate this temporary cover post arrangement. If applicable, your statutory notice periods which relate to your substantive post with the council remain unchanged.

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, and during this time one week's notice will be given by the council to terminate employment.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by jobs@belfastcity.gov.uk by **4pm on Monday, 6 February 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 via jobs@belfastcity.gov.uk by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

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

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Wednesday, 8 February 2023.**

Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held via MS Teams on **Thursday, 16 and, or Friday, 17 February 2023.**

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:

Property and Legal Assistant (Scale 6)

(There is currently one temporary, full time post until 31 March 2024, subject to review, and one temporary, job share post until 31 March 2024, subject to review. Other full time, part time, job share, temporary and fixed term posts may be filled from a reserve list.)

Planning and Building Control Section

Place and Economy Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 6 February 2023.**

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

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

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

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



**Belfast
City Council**

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

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

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

Please indicate below whether you would be interested in working full-time, part-time or job share hours by ticking the appropriate box.

Hours of work:

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

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

If you apply for all positions, you can accept a post working part-time or job share hours without giving up your right to be offered a post working full-time hours.

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

Section 1: Personal details

Are you currently employed by 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.

(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 driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full? ^{1*}
***Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence.**
Yes No

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

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

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

You must complete 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 to no more than one A4 page per criterion. You must not use continuation sheets. If you submit more than one page per criterion, the short-listing panel will only consider the first page of information and you may not be short-listed.

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

Essential criteria

Applicants **must**, 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 have **one** year's relevant experience of relevant experience in each of the following areas:

- (b) providing a high level of customer care to internal and external customers including dealing with and resolving customer complaints and enquiries;
- (c) working in partnership with external organisations for example, PSNI, Land and Property Services, etc; and
- (d) preparing and processing legal documentation including associated research and maintenance of relevant databases.

Short-listing criterion

In addition to the above driving licence 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 **two** years' relevant experience in each of the above noted areas (b) – (d).

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

(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 range of internal and external customers you assisted; provide examples of the range of complaints and/or queries that you dealt with, how you ensured a high level of customer care, what was the outcome of such complaints and/or queries, etc.

¹ Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to undertake street naming, numbering and dual language surveys, site visits and related contracts for street signs throughout all areas of Belfast, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

(c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail which external organisations you partnered with; your role within this partnership work, how you ensured these relationships were effective, how you worked together to achieve a common goal, etc.

(d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail what type of legal documentation you prepared and processed, how you ensured quality and accuracy, the type of research you conducted, how you ensured relevant databases were maintained to a high standard, etc.

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of providing a high level of customer care to internal and external customers including dealing with and resolving customer complaints and enquiries. **(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' relevant experience in this area.)**

Continuation sheets must not be used

(c)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience working in partnership with external organisations for example, PSNI, Land and Property Services, etc.

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

Continuation sheets must not be used

(d)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of preparing and processing legal documentation including associated research and maintenance of relevant databases.

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

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

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

Signed:

Date:

Equal opportunity monitoring form

HR Reference number: 0000001918/

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

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

Personal details:

Date of birth:

Gender Identity:

How do you define your gender?

Male

Female

Prefer not to answer

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

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

Yes

No

Prefer not to say

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

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

Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

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

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

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

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

Yes No

Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No

Prefer not to answer

History

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

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

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

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

Official use only:

Persons with and without dependants:

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes No

Dependants

If yes, please tick the relevant box(es) below- you may tick more than one box

Children Relative A person with a disability

Prefer not to answer

Other, please specify:

Sexual orientation:

What best describes your sexual orientation?

- Bi
- Gay/lesbian
- Heterosexual/straight
- Prefer not to answer
- I use another term, please specify:

Orientation

Religious affiliation or community background:

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

- I am a member of the Protestant community
- I am a member of the Roman Catholic community
- I am a member of neither the Protestant nor Roman Catholic communities
- Prefer not to answer

Code

Method

Please note: If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim:

Religious belief

No religious belief

Not disclosed

Additional information:

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

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

Other, please state where: