
Job description

Date: 3 August 2020

Department: Place and Economy

Post number: 1640

Section: Planning and Building Control

Job title: Senior Planning Officer

Grade: PO4

Main purpose of job

Responsible to a Principal Planning Officer in Development Planning and Policy or Development Management for supporting: policy development; development plans; updating development management policies; reviewing guidance; development of planning frameworks; processing of planning applications and appeals; enforcement of planning controls and delivery of other planning related functions such as conservation and protection of trees.

Responsible for the day to day management and development of Planning Officers, Assistant Planning Officers and any technical or other staff within the Development Planning and Policy or Development Management Units.

To provide support to the Principal Planning Officer in meeting all statutory requirements and ensuring effective performance management, training and development for staff within the team to meet the needs of the business and all customers in accordance with best practice standards and other performance indicators.

Summary of responsibilities and personal duties

1. Support the Principal Planning Officer in development of policy frameworks or policies, processing planning applications and appeals, enforcement of planning controls or other related planning functions.
2. Support the Principal Planning Officer in the management of the team and represent when required.
3. Provide day to day supervision and direction of the Planning Officers, Assistant Planning Officers and technical staff in accordance with the principles of performance management ensuring the timely delivery of high quality professional services.
4. Prepare reports, technical papers, briefing papers and other information and present them at meetings, committees, public inquiries and to outside organisations, when required.
5. Provide professional advice, assistance and training, as appropriate, on planning policy, development management or enforcement matters for residents, elected members, stakeholders and other professionals.
6. Coordinate the negotiation and completion of Section 76 Agreements liaising with internal and external stakeholders as required.
7. Prepare statements and present evidence supporting the council's position at appeals and other legal processes.
8. Lead project meetings with internal and external stakeholders (including evening meetings when requested) at various locations across the city or country.
9. Carry out consultations on planning related issues including attendance at exhibitions and external meetings at various locations across the city or country.
10. Input into regional and other cross-authority planning arrangements including participation in relevant strategic or partnership structures.
11. Undertake research, monitoring, surveys and site inspections, as required, at various locations across the city and respond to consultations ensuring that the council's views are expressed effectively.
12. Develop briefs, employ consultants and manage contracts for specialist work, development proposals, applications and projects.

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13. Provide professional and specialist support to colleagues to ensure the delivery of integrated, comprehensive planning functions across the service.
 14. Support the Principal Planning Officer in meeting all statutory requirements and ensure effective performance management, training and development for staff to meet the needs of the business and all customers, best practice standards and other performance indicators.
 15. Keep up to date with current professional/technical practice and respond to changing team responsibilities arising from changes in legislation, good practice and other service pressures.
 16. Use council IT systems and software to research, organise, evaluate and communicate information effectively.
 17. Contribute to wider service area business and management initiatives as required.
 18. Undertake such other relevant duties as may from time to time be required.
 19. Motivate and manage staff 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. 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. Participate as required in the council's recruitment and selection procedures.
 22. Act in accordance with council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 23. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.

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

While the vacant post is within the Development Planning and Policy Unit, the post-holder may be required to work in other areas of Planning including Development Management and Enforcement in response to operational priorities. The post-holder should also be aware the location of this post in the organisation structure could be subject to change in the future.

Employee specification

Date: 24 August 2020

Department: Place and Economy

Post number: 1640

Section: Planning and Building Control

Job title: Senior Planning Officer (Development Planning and Policy)

Grade: PO4

Essential criteria

Applicants **must**, as at the closing date for receipt of applications and throughout the selection process, be current Belfast City Council employees.

Qualifications

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

- a third level qualification in planning or a related subject or equivalent;
- full, current chartered membership of the Royal Town Planning Institute or an equivalent professional planning body; and
- a full, current driving licence which enables them to drive in Northern Ireland with a car available for official business, or, access to an alternative form of transport¹ which enables them to meet the requirements of the post in full.

Experience

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, at least:

- a) two years' relevant experience of planning policy formulation² or the implementation of policy frameworks³ in a local development planning environment;
- b) two years' relevant experience of preparing complex local development plan evidence or policy to committees, public inquiries or hearings; and

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 attend specific project meetings, consultations, exhibitions and carry out site inspections etc. related to the work of the Planning Service with organisations and customers across the city, as well as the need to provide occasional cover for out of hours services, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

² Policy formulation includes research, appraisal and drafting for a statutory development plan process as set out in The Planning (Local Development Plan) Regulations (Northern Ireland) 2015

³ Policy frameworks encompass statutory planning documents such as Supplementary Planning Guidance and adopted statutory masterplans or other strategic policy documents that form part of the statutory process such as Transport or Infrastructure Plans

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- c) one year's relevant experience of managing and motivating planning team members in accordance with the principles of performance management and personal development.

Short-listing criteria

In addition to the above essential qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms, can demonstrate, by providing personal and specific examples on the application form:

- in the first instance, at least three years' relevant experience in a) planning policy formulation or the implementation of policy frameworks (*as defined in the footnotes above*) in a local development planning environment;
- d) in the second instance, at least two years' relevant experience of presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings;
- in the third instance, at least two years' relevant experience in c) managing and motivating planning team members in accordance with the principles of performance management and personal development.

Special skills and attributes

Applicants should also be able to demonstrate evidence of the following special skills and attributes which may be tested at pre-interview exercise and, or interview:

Technical knowledge: good knowledge of relevant planning legislation and national guidance with the ability to interpret legislation and planning policies.

Analytical skills: the ability to analyse, interpret, collate and present complex data and information.

Organisational skills: the ability to effectively manage a caseload of planning policy work including research, analysis and formulation as well as external contracts.

Report writing skills: the ability to prepare and present clear and concise evidence, reports and inquiry statements.

Management and supervisory skills: the ability to manage or supervise staff in accordance with the principles of performance management and personal development.

Team working skills: the ability to work as a team member and contribute to team goals and objectives whilst motivating staff to contribute to broader goals and objectives.

Customer care skills: the ability to work within a customer focused environment and deal effectively with members of the public.

Corporate working skills: the ability to ensure productive corporate working through the development of relationships with relevant stakeholders, elected members and members of the community.

Political awareness: the ability to work well with elected members and be politically sensitive.

Communication skills: the ability to communicate and present evidence effectively at all levels both orally and in written form.

Negotiation and persuasion skills: good negotiation and persuasion skills with the ability to inspire trust and confidence and encourage others to adopt a particular course of action; and

Information technology skills: good Information Technology skills with the ability to use GIS systems, databases and spreadsheets effectively.

Belfast City Council

Terms and conditions of employment

Senior Planning Officer (PO4)

One permanent, full time post within the discrete area of Development Planning and Policy

Planning and Building Control Section

Place and Economy Department

Job applicant privacy notice

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

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

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

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

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

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

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

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

Appointment

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

There is currently one permanent, full-time post within the discrete area of **Development Planning and Policy**.

If you are currently placed on furlough, you will be required to return from furlough to commence in this permanent post.

While this is a generic post, there are various specialist areas within Planning that require specific experience and skills. Following the application and interview process, a reserve list may be compiled for future vacancies that may arise in the specific advertised area of Development Planning and Policy. This reserve list would last for a maximum of 12 months and may be offered to those on the reserve list, in order of merit, without further interview. These posts may be either full-time or part-time on a permanent or temporary basis. If however, a Senior Planning Officer vacancy arises in another discrete specialism, applicants on reserve lists for Development Planning and Policy will not be eligible and may have to reapply.

An existing permanent employee will be offered a temporary post on the basis of undertaking a 'temporary project/cover/review' post with the right to return to his or her substantive post at the conclusion of the 'temporary project/cover/review' post. An existing fixed term contract employee will be offered a temporary post on the basis of a further fixed term contract in a 'temporary project/cover/review' post but with no automatic right to revert back to his or her original fixed term contract post. Fixed term contract employees should give consideration to this prior to applying for or accepting another post on a temporary basis.

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process, even if they were an employee at the closing date for receipt of applications. Similarly, if placed on the reserve list, applicants must still be current employees as at the point in time that a vacancy arises. Applicants who are no longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/cover/review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

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.

Job details

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

Employee specification: please refer to the attached employee specification for details of any qualifications, licences, experience, etc. which are required for the post. Should an applicant be recommended for appointment to this post, he or she will be required to produce official original proof of any qualifications, licences, etc. he or she relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that he or she was in possession of such qualifications, licences 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 PO4, SCP 35 to 38, £37,849 - £40,760 per annum (pay award pending) (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

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

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

Pre-employment checks

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Produce official evidence of his or her qualifications, driving licence (both parts) and membership of a professional qualification as required. Please be advised that applicants must provide evidence to demonstrate that they were in possession of them at the closing date for applications.

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

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.

Service and hours of duty

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

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

Annual leave

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

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

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

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

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

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

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

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

Sick leave

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

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

Superannuation

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

Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC)
(www.nilgosc.org.uk).

Car user

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

Canvassing

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

Notice

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

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

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

For temporary project / cover / review posts, it is usual to give one week's notice to terminate these temporary arrangements and your statutory notice period which relates to your substantive post with the council remain unchanged.

Probationary period

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

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be emailed to jobs@belfastcity.gov.uk by **4pm on Tuesday, 22 September 2020**.

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

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

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Wednesday, 30 September 2020**.

It is envisaged that **pre-interview exercise (power point presentation)** and **interviews** will be held on **8 and, or 9 October 2020** via MS Teams.

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

Belfast City Council

Application for appointment as:

Senior Planning Officer (PO4)

One permanent, full time post within the discrete area of Development Planning and Policy (This permanent post is being internally trawled as a result of the council's ongoing programme of re-organisation and change. Applicants must be current Belfast City Council employees as at Tuesday 22 September 2020 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

Planning and Building Control Section

Place and Economy Department

Name of Applicant:

Address:

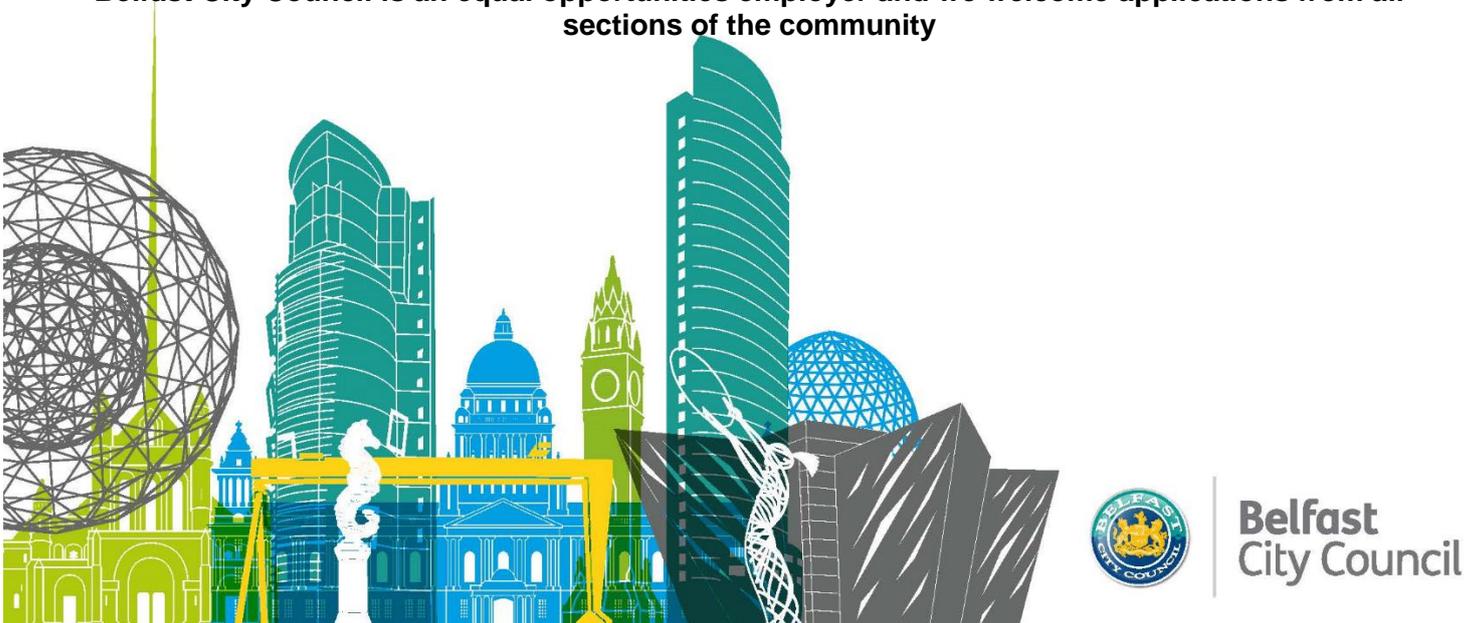
The closing date for applications is **4pm on Tuesday, 22 September 2020.**

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

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

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

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



**Belfast
City Council**

The post of Senior Planning Officer (PO4) has a generic job description but there is currently one vacant permanent post in the discrete area of Development Planning and Policy.

Please note that separate short-listing, assessment and/or interview processes with separate reserve lists will apply for Senior Planning Officer in Development Planning and Policy and for any other Senior Planning Officer post trawled or advertised.

While the post of Senior Planning Officer (PO4) (within the discrete area of Development Planning and Policy) has a generic job description, there are several discrete and specialist areas of work within the area of Planning that require specific experience and skills. This specific recruitment exercise is for Senior Planning Officer posts in the area of Development Planning and Policy. On this basis, a reserve list may therefore be compiled for future vacancies that may arise only in the specific area of Development Planning and Policy. If a Senior Planning Officer (PO4) vacancy arises in another discrete specialism unrelated to Development Planning and Policy, the applicants on the reserve lists for Development Planning and Policy, will not be eligible and will have to reapply.

The reserve list for Senior Planning Officer posts in Development Planning and Policy will last for 12 months, or until it is exhausted, whichever is sooner. Should a post in Development Planning and Policy become available within this time it may be offered to those on the reserve list, in order of merit, without further interview.

Posts on the reserve lists may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours. Please indicate below whether you would be interested in a permanent, or temporary (including fixed term) posts working full-time, part-time or job-share hours by ticking the appropriate boxes.

If you are interested in permanent, temporary, full-time, part-time and, or job share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent Temporary

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 permanent and temporary vacancies and for full-time, part-time and, or job share hours within the assigned area of Development Planning and Policy.

If you apply for all positions, you can accept an offer of temporary 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.

Section 1: Personal details

Are you currently employed by Belfast City Council

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

If yes, please enter your staff number:

Are you a current agency assignee or casual worker with Belfast City Council?

Yes No

(Please note: agency assignees and casual workers are ineligible for this post.)

1. Your details

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

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

Signed:

Date:

Section 2: Qualifications and current position held

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.

Applicants must, as at the closing date for receipt of application forms, have a third level qualification in planning or a related subject or equivalent.

Please detail your relevant qualification below:

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

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

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

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

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- (c) **Professional qualifications:**

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

- (d) **Current membership of professional bodies:**
Applicants must, as at the closing date for receipt of applications, have full, current chartered membership of the Royal Town Planning Institute or an equivalent professional planning body. Please detail your membership below:

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

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

Current Job Title:	Grade:	Date appointed:

Section 3: Driving licence and experience

- 5.
- (i) Do you hold a full, current driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full?*
- * Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to attend specific project meetings, consultations, exhibitions and carry out site inspections etc. related to the work of the Planning Service with organisations and customers across the city, as well as the need to provide occasional cover for out of hours services, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.
- Yes No

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

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

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

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

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

Essential criteria

(ii) 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, at least:

- a) two years' relevant experience of planning policy formulation¹ or the implementation of policy frameworks² in a local development planning environment;
- b) two years' relevant experience of preparing complex local development plan evidence or policy to committees, public inquiries or hearings; and
- c) one year's relevant experience of managing and motivating planning team members in accordance with the principles of performance management and personal development.

Short-listing criteria

In addition to the above essential qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms, can demonstrate, by providing personal and specific examples on the application form:

- in the first instance, at least three years' relevant experience in a) planning policy formulation or the implementation of policy frameworks (*as defined in the footnotes above*) in a local development planning environment;
- d) in the second instance, at least two years' relevant experience of presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings;

¹ Policy formulation includes research, appraisal and drafting for a statutory development plan process as set out in The Planning (Local Development Plan) Regulations (Northern Ireland) 2015

² policy frameworks encompass statutory planning documents such as Supplementary Planning Guidance and adopted statutory masterplans or other strategic policy documents that form part of the statutory process such as Transport or Infrastructure Plans

- in the third instance, at least two years' relevant experience in c) managing and motivating planning team members in accordance with the principles of performance management and personal development.

In boxes (a) to (d), please provide the following detail:

- a) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your relevant experience and specific role in plan policy formation. For example, how you formulated policy, who you consulted with and the outcome of this. (*please refer to the definition of policy formation in the footnote above*). You must clearly detail your relevant experience and specific role in the implementation of policy frameworks., for example, how you implemented the frameworks, the outcome of this (*please refer to the definition of policy frameworks in the footnote above*). You must clearly detail how you implemented these in a local development plan environment, etc.
- b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your relevant experience and specific role in preparing complex local development plan evidence or policy to committees, public inquiries or hearings; how you prepared this evidence or policy, any significant considerations or difficulties encountered, the outcome of these processes, etc.
- c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your role including your duties and responsibilities in relation to managing and motivating planning team members; how many people you were responsible for; how you managed your team in accordance with the principles of personal development and individual performance management; any difficulties you encountered and how you overcame them, etc.
- d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your relevant experience and specific role in presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings; any difficulties you encountered, the outcome of these processes, etc.

a) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least two years' relevant experience of planning policy formulation or the implementation of policy frameworks (*as defined in the footnotes above*) in a local development planning environment. **(Please note, Belfast City Council reserves the right to short-list, in the first instance, only those applicants who can demonstrate at least three years' relevant experience in this area)**

Continuation sheets must not be used

b) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least two years' relevant experience of preparing complex local development plan evidence or policy to committees, public inquiries or hearings.

Continuation sheets must not be used

c) Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least one year's relevant experience of managing and motivating planning team members in accordance with the principles of performance management and personal development.
(Please note, Belfast City Council reserves the right to short-list, in the third instance, only those applicants who can demonstrate at least two years' relevant experience in this area)

Continuation sheets must not be used

d)

Shortlisting criterion: If applicable, please demonstrate in this box by providing personal and specific examples, that you have at least two years' relevant experience of presenting complex planning evidence or policy in relation to transportation and infrastructure at committees, public inquiries or hearings.

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000000837/

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

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

Personal details:

Official use only:

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

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

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

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

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

Yes No

History

Persons with and without dependants:

Have you any caring responsibility?

Yes No

Official use only:

Dependants

Children Relative A person with a disability

Other, please specify

Religious affiliation or community background:

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

I am a member of the Protestant community

Code

I am a member of the Roman Catholic community

Method

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

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

Religious belief or tradition:

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

Religious belief

No religious belief

Not disclosed