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# Job description

**Date:** 28 April 2021

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**Department:** City and Neighbourhood Services

**Section:** Neighbourhood Services

**Post number:** 1982

**Job title:** **Lead Officer – Open Spaces Streetscene (OSS)**

**Grade:** PO9

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## Main purpose of job

The post-holder will report to the relevant Neighbourhood Services Manager and will:

- Be responsible for ensuring optimum service delivery of Open Spaces Streetscene (OSS) Services in line with Belfast Open Spaces Strategy and other council initiatives.
- Be responsible to the Director of Neighbourhood Services, through the relevant Neighbourhood Services Manager (NSM) for the management of performance within OSS and lead on the development of operational plans and performance indicators to embed a culture of continuous improvement and ensure targets and customer service standards are met.
- Assist the Neighbourhood Services Managers in creating and delivering effective and efficient approaches to area working, whilst overseeing and assigning city wide portfolios to ensure appropriate use of resources across the city and contribution to strategic objectives.
- Proactively lead and participate in change and improvement projects as required. Lead on the integration and mobilisation of staff within OSS to deliver these and in turn support the Council's overall strategic objectives.
- Support and develop a culture of change and improvement across all staffing levels, within OSS continuing to implement and further enhance learning and development and service improvement processes.

Monitor and manage such budgets as are allocated for the discharge of the functions under the post holders control in accordance with the council's policies, financial regulations and standing orders, to ensure that the service's objectives are achieved within budget.

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**The post holder will deputise as required for the NSM on matters within the post's sphere of responsibility.**

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## Summary of responsibilities, tasks and duties

1. Support the delivery and improvement of services to ensure better coordination and integration of resources, to solve local problems and assist in ensuring high performing, customer focused and technically competent services are delivered across the city.
2. Demonstrate a high level of political awareness engaging with senior management and councillors to resolve local issues and strategies for continuous improvement.
3. Act as champion internally and externally for OSS supporting Corporate Strategies such as the Council Corporate Plan and the Belfast Agenda Continually seek ways to deliver improved services to the ratepayers and the wider community
4. Support the management and oversight of the operation and maintenance of all of Belfast City Council's OSS assets (including vehicles and premises) in line with the Belfast Open Spaces Strategy.
5. Support the management and oversight of customer focused service delivery and oversee the development of programmes and initiatives to improve customer experience in line with the Belfast Open Spaces Strategy and other relevant strategies and programmes.
6. Identify crosscutting synergies and develop working relationships and partnerships to enhance effective communication and consultation with appropriate stakeholders, both internally and externally, to maximise the effective delivery of allocated projects and programmes of work
7. Assist with any allocated work in support of the core objectives of OSS and provide assistance where appropriate to the Chief Officers, Senior Managers and Elected Members. To represent the relevant senior manager as and when required.
8. Produce timely committee briefings, performance management and financial reports and any other associated papers and to attend committees, corporate / departmental management teams, project boards etc. as and when required.
9. Develop and maintain consistent service standards, standard operating procedures and reporting systems to underpin improved performance across OSS, leading on the definition and assessment of appropriate targets and outputs and linking with Resources and Fleet to deliver the same.
10. Oversee and ensure compliance with Health and Safety legislation as identified in the Health and Safety Policy including the carrying out of regular risk assessments and supporting the Council's Risk Management Strategy.
11. Promote good industrial relations with trade unions and to consult and negotiate with full time officials and local shop stewards as required.

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12. Support effective governance and decision-making by developing and evaluating all relevant project / reporting documentation, to ensure it is fit-for-purpose for appropriate decision-making forums, and engage in mechanisms that hold the lead officer to account for delivery.
  13. Provide support, guidance and coaching for relevant staff and project teams internally and externally and show commitment to personal development.
  14. Motivate and manage any assigned staff to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
  15. Ensure the provision of a high level of customer focus and service at all times, projecting and maintaining a positive image on behalf of Belfast City Council with all those contacted in the course of work.
  16. Be available for operational and emergency call out, at any time, outside of normal working hours and ensure Business Continuity plans and arrangements are in place.
  17. Participate as directed in the council's recruitment and selection procedures.
  18. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  19. 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.
  20. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  21. 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, 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.***

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# Employee specification

**Date:** 21 May 2021

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**Department:** City and Neighbourhood Services

**Section:** Neighbourhood Services

**Post number:** 1982

**Job title:** Lead Officer – Open Spaces and Streetscene (OSS)

**Grade:** PO9

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## Essential criteria

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

## Qualifications and experience

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

- either, have a third level qualification in a relevant subject such as business management, waste management, business development and innovation, environmental management, amenity horticulture or equivalent qualification; **and** be able to demonstrate on the application form, by providing personal and specific examples, that they have at least two years' relevant experience in each of the following areas:

**or**

- be able to demonstrate on the application form, by providing personal and specific examples, that they have at least three years' relevant experience in each of the following areas:
  - a) Effectively leading and managing the delivery of a range of complex projects and/or services that have contributed directly to the achievement of corporate objectives and priorities;
  - b) Managing and motivating staff through a change and transformation process which resulted in improved outcomes for communities and services; and
  - c) Managing and developing effective collaborative relationships at a senior level, both internally and externally, and with Elected Members to develop and implement integrated programmes of work to deliver on common outcomes.

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## Short-listing criterion

In addition to the above qualifications and, or 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, at least two years' relevant experience of (d) leading on the development and implementation of operational plans and performance indicators and ensuring that targets and customer service standards are met.

## Special skills and attributes

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

**Communication and influencing skills:** the ability to demonstrate highly effective presentation and oral and written communication skills capable of influencing and persuading a wide range of internal and external audiences and the ability to write complex reports within tight timeframes. The ability to build rapport and maintain the engagement and commitment of others to secure their support.

**Team working skills and leadership skills:** the ability to lead a project team to achieve team objectives and develop high levels of communication and cooperation between team members and a performance management culture and to work as a team member to contribute to team objectives.

**Project management and work planning skills:** the ability to determine organisational priorities and resource requirements for complex programmes and projects and manage allocated workload on the basis of available resources and to work to tight deadlines to ensure effective delivery.

**Partnership working skills:** the ability to form, maintain and enhance partnership working with internal and external stakeholders, networks and communities to build consensus around key projects.

**Analytical skills:** the ability to analyse and interpret complex issues, to exercise critical judgement, to take effective decisions to arrive at practical solutions and successful outcomes and to collate complex data and information.

**Performance management skills:** the ability to performance manage projects including the setting of objectives and targets, monitoring criteria and evaluation performance measures.

**Political sensitivity skills:** the ability to work in a local political environment with awareness, sensitivity and commitment to working closely with elected politicians, partners and local organisations and maintaining positive public relations.

**Relationship management skills:** the ability to build and sustain relationships at senior levels across the city.

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**Relationship management skills:** the ability to build and sustain relationships at senior levels across the city.

**Commitment to change:** The ability to demonstrate a personal commitment to change and to lead others through organisational or other major change programmes, securing continued commitment to organisational objectives.

## **Belfast City Council**

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

#### **Lead Officer – Open Spaces and Streetscene 'Temporary project' post for two years, subject to review**

#### **Open Spaces and Streetscene Section**

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

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

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

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

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

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

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

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

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



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

### **Appointment**

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

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

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

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

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

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

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

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

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

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

### **Job details**

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

Employee specification: please refer to the attached employee specification for details of any qualifications, 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, experience, 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, experience, 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 PO9, SCP 48 to 51; £51,958 - £55,204 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

### **Location**

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

### **Pre-employment checks**

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

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

Please note that if an applicant is recommended for appointment he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. After pre-employment checks are complete, an applicant must formally accept and commence employment in this post within four weeks.

## **Council policies**

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

## **Conditions**

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

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

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

## **Service and hours of duty**

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

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

## **Annual leave**

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

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

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

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

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

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

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

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

### **Sick leave**

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

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

### **Superannuation**

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

### **Canvassing**

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

### **Notice**

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

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

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

**It is usual to give one week's notice to terminate this 'temporary project' post arrangement. Your statutory notice period which relates to your substantive post with the council remains 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 email to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk) by 4pm on **Wednesday 16 June 2021**.

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

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

### **Short-listing and interview date**

It is envisaged that short-listing for this post will take place on **17 June 2021**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held on **23 June 2021 (and possibly 24 June 2021 if a second date is needed)** and will be held **via MS Teams**.

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

## Belfast City Council

Application for appointment as:

**Lead Officer – Open Spaces Streetscene (PO9)**  
**‘Temporary project’ post for two years, subject to review**  
**(Applicants must be current Belfast City Council employees or agency assignees as at**  
**Wednesday 16 June 2021 and throughout the selection process)**

**Neighbourhood Services Section**

**City and Neighbourhood Services Department**

Name of Applicant:

Address:

The closing date for applications is **4pm on Wednesday 16 June 2021**.

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

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

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

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



**Section 1: Personal details**

Are you currently employed by or an agency assignee of Belfast City Council

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

Are you a current casual worker with Belfast City Council?

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

**1. Your details**

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

**3. Other information**

National insurance number:

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

Signed:

Date:

**Section 2: Qualifications and current position held**

**4. Qualifications**

- (a) Details of qualifications obtained (please refer to employee specification):  
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.  
**If applicable, applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as business management, waste management, business development and innovation, environmental management, amenity horticulture or equivalent qualification.**

**Please detail your relevant qualification below:**

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

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

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

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

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

Current Job Title:	Grade:	Date appointed:



### Section 3: Experience

5.

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

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

#### Essential criteria

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

- either, have a third level qualification in a relevant subject, such as or equivalent qualification; **and** be able to demonstrate on the application form, by providing personal and specific examples, that they have at least two years' relevant experience in each of the areas below: **or**
- be able to demonstrate on the application form, by providing personal and specific examples, that they have at least three years' relevant experience in each of the areas below:
  - a) Effectively leading and managing the delivery of a range of complex projects and/or services that have contributed directly to the achievement of corporate objectives and priorities;
  - b) Managing and motivating staff through a change and transformation process which resulted in improved outcomes for communities and services; and
  - c) Managing and developing effective collaborative relationships at a senior level, both internally and externally, and with Elected Members to develop and implement integrated programmes of work to deliver on common outcomes.

#### Short-listing criterion

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' relevant experience of (d) leading on the development and implementation of operational plans and performance indicators and ensuring that targets and customer service standards are met.

**In boxes (a), (b), (c) and (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 the range of projects or services that you have led and managed the delivery of; detail how these were complex including their value and range of issues covered; the steps you took to effectively lead and manage these projects or services; how these projects or services contributed directly to achievement of corporate objectives and priorities; any outcomes, etc.
- b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the staff that you have managed; how you motivated these staff, the change and transformation process which you managed them through; the improved outcomes that you achieved for communities and services; any issues you faced; how you overcame them, 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 the collaborative relationships you managed and developed; the steps you took; the senior level of these individuals, both internal and external, that you engaged with; the elected members that you have engaged with; how these collaborative relationships supported the development and implementation of integrated programmes of work to deliver on common outcomes, etc.
- d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the operational plans which you have developed; the steps you undertook to develop and implement these plans; the performance indicators you developed and implemented; how you ensured that these targets and service standards were met, any issues you faced; how you overcame them, etc.

**5 (a)** Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either two years' or three years' relevant experience (as outlined in the Employee Specification) of effectively leading and managing the delivery of a range of complex projects and/or services that have contributed directly to the achievement of corporate objectives and priorities.

Continuation sheets must not be used

**5 (b)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either two years' or three years' relevant experience (as outlined in the Employee Specification) of managing and motivating staff through a change and transformation process which resulted in improved outcomes for communities and services.

Continuation sheets must not be used

**5 (c)** Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either two years' or three years' relevant experience (as outlined in the Employee Specification) of managing and developing effective collaborative relationships at a senior level, both internally and externally, and with Elected Members to develop and implement integrated programmes of work to deliver on common outcomes.

Continuation sheets must not be used

**5 (d)**

Shortlisting criterion: If applicable, applicants **must** demonstrate here, by providing personal and specific examples, that they have two years' relevant experience of leading on the development and implementation of operational plans and performance indicators and ensuring that targets and customer service standards are met.

Continuation sheets must not be used

**Equal opportunity monitoring form**

HR Reference number: 0000001080/

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

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

**Personal details:****Date of birth:****Gender Identity:**

How do you define your gender?

Male

Female

Prefer not to answer

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

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

Yes

No

Prefer not to say

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

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

**Family status:**

Married

Single

Divorced

Separated

Widowed

Cohabitant

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

**Ethnic origins:**

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

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

**Official use only:**

Dob

Gender Identity

Status

Ethnic origin

Nation

**Persons with and without a disability:**

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

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

Yes  No   
Prefer not to answer

Disability

If yes, please state nature of disability:

**If No, have you ever had a disability?**

Yes  No   
Prefer not to answer

History

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

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

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

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

**Persons with and without dependants:**

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

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

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

Children  Relative  A person with a disability

Prefer not to answer

Other, please specify:

**Official use only:**

Dependants

**Sexual orientation:**

**What best describes your sexual orientation?**

Bi

Gay/lesbian

Heterosexual/straight

Prefer not to answer

I use another term, please specify:

Orientation

**Religious affiliation or community background:**

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

I am a member of the Protestant community

I am a member of the Roman Catholic community

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

Prefer not to answer

Code

Method

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

**Religious belief or tradition:**

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

No religious belief

Not disclosed

Religious belief