
Job description

Date: 3 March 2020

Department: City and Neighbourhood Services

Post number: 1804 and 1797

Section: Environmental Health Service - Belfast Health Development Unit

Job title: **Project Support Officer**

Grade: Scale 4

Main purpose of job

To report to a Senior Project Officer within Belfast Health Development Unit (BH DU), providing comprehensive business administration for the work relevant to delivering thematic and area based projects and programmes to address health inequalities as identified in the Belfast Agenda.

To support and assist in the management and administration of work on behalf of Belfast City Council and other relevant partner organisations associated with improving health and wellbeing and tackling health inequalities in the city.

To assist in the end-to-end administration of projects and partnership working including arranging meetings and appointments; minute taking; following up on relevant actions; drafting correspondence and papers and other similar duties.

To assist in responding to enquiries from staff, partners, community representatives, the general public and elected members about the work of the Belfast Health Development Unit (BH DU) and other key strategic partnerships associated with tackling health inequalities in the city.

To undertake other duties appropriate to the post as required.

To perform such duties and tasks assigned to the post in accordance with agreed time and quality targets.

Summary of responsibilities and personal duties

1. To undertake the full range of daily administrative tasks required in order to provide effective and efficient administration for the thematic and area based projects and programmes to address health inequalities as identified in the Belfast Agenda. In particular:
 - To maintain any required records or databases using manual or computerised systems as appropriate;
 - To assist in the development and maintenance of robust administrative and financial reporting systems;
 - To assist in the development of promotional materials – leaflets, literature and training materials as necessary; and
 - To deal with enquiries and requests for service in line with policies and procedures.
2. To assist with providing end-to-end administration for thematic and area based projects and programmes by arranging meetings and appointments; supporting grant funding and finances; minute taking; following up on relevant actions; drafting correspondence and papers, organising events etc.
3. To assist in the gathering, analysis and communication of good practice information associated with priority thematic areas of work.
4. To assist in the development of reports, briefing papers, presentations etc. as required.
5. To support communication between and within the different groups within BHDU and other relevant strategic partnerships including communication through phone calls, mailings and email distribution.
6. To assist in providing advice and assistance to enquiries from partner organisations, the media, community representatives, the general public and elected representatives at a level appropriate to the post.
7. To support the development and maintenance of records with regard to monitoring and performance management and to assist with general research in respect of priorities for addressing health inequalities identified under the Belfast Agenda.
8. To organise and make travel and accommodation arrangements as required and to attend events and meetings as required.
9. To liaise with the City and Neighbourhood Services departmental Business Support as required ensuring efficient and effective processes and information sharing.
10. To act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
11. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management procedures as appropriate.
12. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.

13. To undertake such other relevant duties as may, from time to time, be required

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

Employee specification

Date: 3 March 2020

Department: City and Neighbourhood Services

Post number: 1804 and 1797

Section: Environmental Health Service - Belfast Health Development Unit

Job title: **Project Support Officer**

Grade: Scale 4

Essential criteria

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

Experience

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, at least one year's relevant experience in each of the following areas:

- (a) involvement in the development of systems, processes and procedures; and
- (b) organising meetings, minute taking and processing correspondence.

Special skills and attributes

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

Communication skills: effective written and oral communication skills with a good standard of literacy and comprehension; and an ability to compose reports and letters on service issues.

Interpersonal skills: the ability to deal with both internal and external partners recognising the need to respond appropriately to their needs.

Information technology skills: high level of computer literacy and the ability to use specialist software and generic software packages to assist in preparing complex data and to interrogate or manipulate IT systems and computerised financial management systems.

Decision making skills: the ability to make operational decisions in an effective manner so that objectives are achieved.

Project management and performance management skills: the ability to determine resource requirements for projects and demonstrate an operational understanding of the principles and methodologies of performance management.

Team working skills: the ability to work constructively within various teams, displaying excellent leadership qualities within project teams, and to build and develop high levels of cooperation between team members in order to achieve objectives.

Partnership working skills: the ability to form, maintain and enhance partnership working with the public, elected representatives and representatives of outside bodies in a sympathetic way which responds to their needs.

Short-listing criteria

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

- in the first instance, have at least two years' relevant experience in each of the areas detailed above; and
- (c) in the second instance, have at least one year's relevant experience of undertaking research and information gathering and analysis to support projects.

Belfast City Council

Terms and conditions of employment

Project Support Officer (Scale 4) (One Permanent Post)

Environmental Health Service- Belfast Health Development Unit

City and Neighbourhood Services 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.

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

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

If applicable, 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 their 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 their 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.

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

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

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

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

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

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 experience which is required for the post.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale 4, SCP 7 to 11, £20,092 - £21,748, 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 BT2 8BP but will be required to work in and/or visit other locations.

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

Pre-employment checks

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

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

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

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 they will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

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

Annual leave

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

A person appointed on the standard full time hours of 37 per week will be entitled to 155.4 hours (21 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 29.6 hours (4 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

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

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

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

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

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the

number of days remaining in the current leave year from the first day of employment

Sick leave

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

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

Superannuation

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

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

If applicable, 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.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by **4pm on Thursday, 4 November 2021**.

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

Short-listing and interview date

It is envisaged that short-listing for this post will take place on, **Thursday, 11 November 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, **Monday, 22 November 2021 and Thursday, 25 November 2021**, and will likely 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

Project Support Officer (Scale 4)

(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 Thursday 4 November 2021 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply.)

Environmental Health Service-Belfast Health Development Unit (BHDU)

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on, Thursday, 4 November 2021.**

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**

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

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

These posts may be either on a permanent or temporary 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.

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, Mx, 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: Current position

4. Current Position

Current Job Title:	Grade:	Date appointed:

You must complete this form in either typescript (Arial font size 11) or legible handwriting 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, be able to demonstrate, by providing personal and specific examples on the application form, at least **one** year's relevant experience in each of the following areas:

- (a) involvement in the development of systems, processes, and procedures; and
- (b) organising meetings, minute taking and processing correspondence.

Short-listing criteria

In addition to the above experience, applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form that they have:

- in the first instance, at least **two** years' relevant experience in each of the areas detailed above; and
- (c) in the second instance, have at least **one** year's relevant experience, of undertaking research and information gathering and analysis to support projects.

In boxes (a) – (b), and if applicable, (c) below, please provide the following detail:

In box (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 role in the development of systems, processes and procedures, including the range of duties you carried out, what the systems, processes and procedures were that you were involved in developing, the purpose and outcome of this work; etc

In box (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 types of meetings you organised, who you arranged meetings for, the purpose of the meetings, how often you carried out duties such as minute taking and processing correspondence; etc.

If applicable, in box (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 range of research you have carried out, the types of information you have gathered, how this information supported projects, how you presented and analysed the information; etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have **one** year's relevant experience (as outlined in the Employee Specification) of involvement in the development of systems, processes, and procedures.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' experience in this area).

Continuation sheets must not be used

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have **one** year's relevant experience (as outlined in the Employee Specification) in organising meetings, minute taking and processing correspondence.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' experience in this area).

Continuation sheets must not be used

(c)

Shortlisting criteria: If applicable, applicants **must** demonstrate here, by providing personal and specific examples that they have at least **one** year's relevant experience, of undertaking research and information gathering and analysis to support projects involvement in the development of systems, processes, and procedures.

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000001260/

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:

Religious belief

No religious belief

Not disclosed