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# Job description

**Date:** 2 November 2021

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**Department:** City and Organisational Strategy

**Post number:** 2037

**Section:** Human Resources

**Job title:** **Corporate Human Resources Manager (Operations)**

**Grade:** PO 11

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## **Main purpose of job**

The post holder will report to the Head of Human Resources and be responsible for leading and managing employee relations, employee resourcing and for the professional supervision of departmental human resources (HR) managers and senior officers responsible for HR.

Deputise for the Head of Human Resources as and when required within the post holder's sphere of responsibility.

Manage and monitor allocated HR projects to ensure effective and efficient completion to agreed standards and to work with managers and stakeholders to meet and deliver corporate priorities.

Assist and support the Head of Human Resources to lead a strong delivery-focused team and quality service delivery across the organisation.

Provide professional guidance and support to the organisation's leadership team, Elected Members, and other officers, advising on issues with significant and strategic implications and attending CMT sessions as required.

Lead in the development of and ensure the implementation of the section's annual objectives and work programmes and to make high-level contribution to the management of the senior management team.

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## Summary of responsibilities and personal duties

1. Lead and manage staff assigned to ensure the timely delivery of high-quality professional advice, support and projects and ensure effective performance and improvement by managing individual and team performance and monitoring key performance indicators.
2. Oversee the effective management and personal development of assigned HR staff and to ensure that future capacity building needs are identified and addressed.
3. Lead on the development of Employee Relations and Employee Resourcing strategies, policies and guidance within human resources and across the council, working to meet corporate objectives and values, working with management teams and corporate working groups as required, recommending strategic approaches or options based on research and appraisal.
4. Actively contribute to the HR Senior Management Team to ensure effective management with regard to HR services and deputise for the Head of Human Resources as and when required.
5. Responsible for maintaining an up to date knowledge of all relevant employment legislation, best practice and associated developments and ensure the council is prepared and able to comply.
6. Work with departments to support the delivery of effective and efficient departmental HR services and to ensure compliance and consistency of approach across the council.
7. Responsible for the professional supervision of departmental HR Managers and senior officers responsible for supporting and ensuring their professional HR development.
8. Lead on consultation and negotiation, where appropriate, with trade unions on relevant HR matters such as strategies, policies, procedures, guidelines and terms and conditions.
9. Responsible for the provision of HR advice to Continuous Improvement and departments relevant to all aspects of the service design process.
10. Provide on-going professional advice and support to major project teams with regard to all terms and conditions, working arrangements, employee relations, employee resourcing matters to ensure effective delivery of the project.
11. Prepare, in liaison with the Head of Human Resources and the Corporate Human Resources Manager (Development), the section's rolling work programme, project plans, workforce plans and budgets, ensuring resources are utilised effectively.
12. Responsible for the preparation and on-going monitoring and management of relevant budgets in liaison with the Head of Human Resources.
13. Undertake specific projects, as directed by the Head of Human Resources for stakeholders, including the delivery of reports and presentations to the relevant committees, boards, project teams, chief officers and other relevant bodies as required.
14. Monitor and keep abreast of emerging HR issues and approaches and advise on the implementation of these to the council and all stakeholders.
15. Assist the Head of Human Resources to ensure that emerging HR issues are dealt with effectively through policy and practice review and development.

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16. Responsible for the development and implementation of appropriate systems, processes and digital solutions to provide key HR data and delivery of HR services.
  17. Responsible for the development, of relevant HR matters such as guidelines and terms and conditions. Leading on consultation and negotiation, where appropriate, with trade unions on relevant HR matters such as strategies, policies, procedures, guidelines and terms and conditions.
  18. Participate, as directed, as a senior human resource representative at disciplinary and grievance hearings and in respect of any appeals arising.
  19. Responsible for the maintenance and production of accurate and timely information for council use or statutory or other returns, Freedom of Information requests, data access requests, etc.
  20. Support the Head of Human Resources in managing and leading the relationship with the Trade Unions through the Industrial Relations Framework.
  21. Undertake investigations, as directed, into complex and sensitive employee relations, equal opportunities, grievances, and other such issues as directed and to report on findings.
  22. Participate as directed in the council's recruitment and selection procedures, chairing panels as required as the senior human resources representative.
  23. Act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
  24. 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.
  25. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
  26. 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 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:** 12 November 2021

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**Department:** City and Organisational Strategy

**Post number:** 2037

**Section:** Human Resources

**Job title:** **Corporate Human Resources Manager (Operations)**

**Grade:** PO 11

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## Essential criteria

Applicants **must**, at the closing date for receipt of application forms, be current Belfast City Council employees.

## Qualifications

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

- have a Chartered Institute of Personnel and Development (CIPD) Post-Graduate Diploma in Personnel and Development or an equivalent qualification; and
- be a full, current professional member<sup>s</sup> of the Chartered Institute of Personnel and Development at Chartered Member or 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, at least three years' relevant experience in the following areas:

- a) leading on the development, implementation and review of HR policies, procedures and projects, in line with statutory requirements and best practice, within a large<sup>1</sup> and complex unionised organisation;
- b) delivering a comprehensive HR service and providing high level professional HR advice and solutions on complex HR matters to senior managers, customers and stakeholders; and
- c) managing and motivating staff, i.e. direct reports, in accordance with the principles of personal development and performance management.

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<sup>1</sup> Belfast City Council has 2,800 employees. A **large and complex** organisation is defined as one with at least 250 staff or an annual budget of at least £25 million.

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## **Special skills and attributes**

Applicants should be able to demonstrate evidence of the following competencies which may be tested at interview:

### **Strategic leadership in the political context:**

- Strategic leadership and direction, developing and delivering HR policy and strategy
- Supporting organisational change, implementing improvement initiatives and dealing with resistance
- Risk management
- Brokering collaborative relationships with key stakeholders
- Recognising issues of political sensitivity and reporting to senior management and elected members, as required, on a range of complex HR matters
- Improving communications

### **Service delivery, including customer focus**

- Continuous improvement and innovation in HR and council services
- Customer targets and feedback

### **Resource management**

- Financial planning and budgetary control
- Organisation of people to deliver value for money
- Leadership of people, including effective development of people, resolution of underperformance issues and succession planning

### **Project management**

- Analytical and problem solving skills
- Coordination and completion skills
- Successful delivery of cross-cutting council projects

### **Personal impact**

- Relationship building, inside and outside the organisation
- Effective judgement in challenging situations, including political management
- Ability to inspire trust and confidence
- Excellent listening and communication skills

### **Short-listing criterion**

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, possess an additional relevant third level qualification, for example, an MA or MSc in Human Resources Management, or equivalent qualification.

## **Belfast City Council**

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

#### **Corporate HR Manager (Operations) (PO11) Permanent Post**

#### **Human Resources Section**

#### **City and Organisational Strategy 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.

### **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. **These posts may be either permanent or temporary and on a full-time or part-time basis.**

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](mailto: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, memberships of professional bodies, experience, etc. which are required for the post. Should an applicant be recommended for appointment to this post, they will be required to produce official original proof of any qualifications, memberships, etc. they relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that they were in possession of such qualifications, memberships, 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 PO11, SCP 54 to 57, £58,422 - £61,672 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 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 their qualifications, and, or 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.

### **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.

**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.**

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

### **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:

<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

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.

### **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 **Monday 6 December 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 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 8 December 2021**. It is also envisaged that pre-interview exercise and interviews will be held on **Monday 20 December 2021** and will take place 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:

### **Corporate Human Resources Manager (Operations) (PO11)** **There is one full-time permanent post**

**(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 Monday 6 December 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.)**

**Human Resources Section**

**City and Organisational Strategy Department**

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday 6 December 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**



**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: 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 Chartered Institute of Personnel and Development (CIPD) Post-Graduate Diploma in Personnel and Development or an equivalent qualification.**  
**In addition, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of applications, possess an additional relevant third level qualification, for example, an MA or MSc in Human Resources Management, or equivalent qualification.**  
**Please detail your relevant qualifications 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 membership of professional bodies:**  
**Applicants must, as at the closing date for receipt of applications, be full, current professional members of the Chartered Institute of Personnel and Development at Chartered Member or above.**  
**Please detail your relevant membership below:**

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

- (d) **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, be able to demonstrate, by providing personal and specific examples on the application form, at least three years' relevant experience in the following areas:

- a) leading on the development, implementation and review of HR policies, procedures and projects, in line with statutory requirements and best practice, within a large<sup>1</sup> and complex unionised organisation;
- b) delivering a comprehensive HR service and providing high level professional HR advice and solutions on complex HR matters to senior managers, customers and stakeholders; and
- c) managing and motivating staff, i.e. direct reports, in accordance with the principles of personal development and performance management.

**In boxes (a), (b) and (c) 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 HR policies, procedures and projects that you have led on the development, implementation and review of, including how ensured these were in line with statutory requirements and best practice; detail the steps you have taken and the specific outcomes; the organisation in which you gained this experience and how it was a large and complex unionised organisation, 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 comprehensive range of HR services you have delivered including your specific responsibilities; the high level professional HR advice and solutions you have given; the range of complex HR matters which this advice and solutions related to; the senior managers, customers and stakeholders you gave this advice and solutions to; how your advice and solutions were used and any outcomes, 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 direct reports you have managed and motivated, how you managed and motivated the staff for whom you have been directly responsible; how you managed staff in accordance with the principles of personal development and individual performance management; any staff difficulties you encountered and how you overcame them, etc.

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<sup>1</sup> Belfast City Council has 2,800 employees. A **large and complex** organisation is defined as one with at least 250 staff or an annual budget of at least £25 million.

a) Applicants **must** demonstrate here, by providing personal and specific examples, that they have three years' relevant experience of leading on the development, implementation and review of HR policies, procedures and projects, in line with statutory requirements and best practice, within a large and complex unionised organisation.

Continuation sheets must not be used



**b)**

Applicants **must** demonstrate here, by providing personal and specific examples, that they have three years' relevant experience of delivering a comprehensive HR service and providing high level professional HR advice and solutions on complex HR matters to senior managers, customers and stakeholders.

Continuation sheets must not be used

c) Applicants **must** demonstrate here, by providing personal and specific examples, that they have three years' relevant experience of managing and motivating staff, i.e. direct reports, in accordance with the principles of personal development and performance management.

Continuation sheets must not be used

**Equal opportunity monitoring form**

HR Reference number: 0000001303/

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

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