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# Job description

**Date:** 17 November 2022

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**Department:** City and Neighbourhood Services

**Post number:** 2141 and 1796

**Section:** Neighbourhood Services – Community Funding and Neighbourhood Integration

**Job title:** **Senior Project Development Officer**

**Grade:** PO4

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## Main purpose of job

Be responsible to the appropriate senior officer for creating and maintaining strategic connections within the City and Neighbourhood Services Department and with external partners to enable effective action to reduce health inequalities in the city.

This will include the development and management of a portfolio of work for delivering thematic and area-based programmes to improve health and wellbeing and address health inequalities as identified in the city's community plan, the Belfast Agenda.

It will also involve enabling and, where appropriate, coordinating the delivery of this work across Belfast City Council (BCC), the Public Health Agency (PHA), Belfast Health and Social Care Trust (BHSCT) and other partner organisations in the statutory, community and voluntary sectors, via the Community Planning Partnership and other relevant partnerships.

Build and maintain collaborative working relationships with appropriate partners and stakeholders in order to create and enhance the profile and reputation of BCC and meet priority objectives as set out in corporate and committee plans.

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## Summary of responsibilities and personal duties

1. Work with senior managers, the council's Community Planning team, Community Planning Partnership (CPP), government departments, voluntary and community sector organisations and other key partnerships to develop and manage integrated work programmes focused on reducing health inequalities and delivering the health and wellbeing priorities of the Belfast Agenda.
2. Act on behalf of the council and CPP in leading the implementation and evaluation of allocated projects and work programmes using an outcome-based approach with a particular focus on impact at both a city wide and neighbourhood level.
3. Research, lead and contribute as appropriate to the development and delivery of relevant policy and strategy related to health and wellbeing and health inequalities. Specifically undertake research on behalf of the council as required.
4. Identify and maximise links and independencies with all key partners in support of the development and delivery of thematic and area based and neighbourhood programmes for improving health and wellbeing and tackling health inequalities.
5. Secure the cooperation and agreement of CPP partners and other stakeholders to ensure the development of these local plans is complementary to regional plans and priorities and to the delivery of the Belfast Agenda.
6. Secure wider stakeholder involvement in the planning, development, implementation and evaluation of health and social wellbeing improvement activities, ensuring the active engagement of all stakeholders.
7. Lead and support CPP planning and implementation groups as appropriate including assessing need, interpreting information, advising on effective practice and facilitating coordination and communication.
8. Be responsible for seeking out additional funding opportunities and strategic partnership collaboration to support and enhance the delivery of the relevant priorities of the Belfast Agenda.
9. Provide ongoing advice and guidance to partner organisations and groups on securing, allocating and managing local funding opportunities and any additional resources.
10. Be responsible for overseeing the financial management of the Health Development Unit in line with council policies and procedures.
11. Act as a link between the strategic and operational elements within BCC and in support of partner organisations to influence change and develop innovative projects that will address health inequalities in the city.
12. Review current data collection systems used for relevant health and social well-being initiatives with a view to providing a baseline for further data development and recording in a consistent manner across themes, sectors and geographies.
13. Develop, and subsequently oversee performance management systems including ongoing monitoring and evaluation of projects and initiatives to ensure alignment with agreed priorities and objectives.

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14. Collate and analyse information in order to effectively monitor and report progress against targets.
  15. Keep partnership working arrangements under regular review and report on partnership performance as directed by senior management.
  16. Ensure effective communication and networking through the development of effective communication systems and attendance at local and regional implementation meetings as appropriate.
  17. Provide specialist advice as required to council officers and CPP members and other stakeholders, including community and voluntary sector partners.
  18. Provide a key point of contact and information for council departments and services and for multi-agency partners on matters to do with health and wellbeing and health inequalities in respect of the Belfast Agenda.
  19. Provide ongoing support to, and when required represent, senior managers attending BSP and other relevant forums.
  20. Use a range of means to ensure clear communication with stakeholders and the public on matters relating to health inequality.
  21. Prepare a range of reports, briefing papers and publications as requested and deliver presentations which address complex health and social wellbeing issues, to a range of stakeholders including the general public, elected representatives and community and voluntary sector representatives. Presentations will be required to large and small groups such as public meetings, conferences, senior executive's forums and cross sector partnerships.
  22. Be responsible for working with the PHA, BHSCT, and BCC communications teams to plan and develop public awareness campaigns to raise awareness of prioritised issues and themes.
  23. Scope current best practice in addressing priorities and source materials and resources suitable for use for prioritised areas of work.
  24. Be responsible for leading workshops and seminars, to provide opportunities for stakeholders across all sectors to share good practice and to learn from evidence of effectiveness from within Northern Ireland and beyond.
  25. Act a resource and report to any relevant cross-party political reference groups within Belfast City Council as directed.
  26. Motivate and manage any staff that may be assigned to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme, in line with corporate and partner requirements.
  27. Participate in all induction and in-service training provided by BCC 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.
  28. Participate as directed in the council's recruitment and selection procedures.

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29. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
  30. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the city council.
  31. Undertake other such relevant duties as may from time to time be required.

***This job description has been written at a time of significant organisational and structural change and it will be subject to review and amendments 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.***

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# Employee specification

**Date:** 17 November 2022

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**Department:** City and Neighbourhood Services

**Post number:** 2141 and 1796

**Section:** Neighbourhood Services – Community Funding and Neighbourhood Integration

**Job title:** **Senior Project Development Officer**

**Grade:** PO4

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## Essential criteria

### 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, health, social wellbeing, nursing, social work, education, health development, community development, environmental health or equivalent qualification **and** 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 three areas: **or**
- be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following three areas:
  - a) managing complex projects or programmes of work addressing health inequalities which involves negotiating and influencing a diverse range of partner organisations, including those in the community and voluntary sectors;
  - b) developing and maintaining collaborative working relationships with a diverse and wide range of stakeholders in health and wellbeing improvement; and
  - c) contributing to policy and, or strategy development related to tackling health inequalities.

### Special skills and attributes

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

**Team leading and development skills:** the ability to manage a small team through developing and encouraging responsibility to ensure delivery of agreed goals.

**Communication skills:** possess strong written and oral communication skills, including preparing reports, making presentations, and be capable of dealing with internal and external stakeholders on complex issues.

**Technical knowledge:** working knowledge of policy and strategies relating to the health and social wellbeing needs of communities in Belfast and an understanding of needs assessment and evidence-based practice and ability to analyse and use data.

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**Work planning and organisational skills:** the ability to forward plan and to effectively prioritise the work of a large section taking into account short and medium term goals, service demands and the availability of resources and using effective administrative systems and controls.

**Analytical and decision-making skills:** the ability to analyse complex situations and take appropriate decisive action using the data that has been gathered with an understanding of the possible wider corporate implications of such action.

**Customer care skills:** the ability to respond appropriately to elected representatives, chief officers, the public and other external agencies in a helpful and positive way, meeting their needs and presenting a good image of the council.

**Partnership working skills:** the ability to work with a diverse group of other managers and professionals, both internally and externally, to meet common objectives.

### **Shortlisting criteria**

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants, who as at the closing date for receipt of applications, can demonstrate, by providing personal and specific examples on the application form, that they have a third level qualification in a relevant subject and at least two years' relevant experience or three years' relevant experience (as outlined above) in each of the aforementioned three areas.

## **Belfast City Council**

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

#### **Senior Project Development Officer (PO4) Permanent post**

#### **Neighbourhood Services Section**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **Appointment**

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

### **There 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, part-time or job-share on a permanent, temporary or fixed-term basis.**

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

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

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

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

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

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit on 028 9027 0640 or by emailing [jobs@belfastcity.gov.uk](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, 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, 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, etc. at the closing date for applications.

### **Remuneration**

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO4, SCP 35 to 38, £41,496 - £44,539 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 their 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 their salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, they will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete a disclosure of family relationships form.
- (h) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

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

Please note that if an applicant is recommended for appointment 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.

### **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 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

**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 **Monday, 12 December 2022**.

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.

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

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

It is envisaged that short-listing for this post will take place on **Wednesday, 14 December 2022**.

Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held via MS Teams on **Wednesday, 21 December 2022**.

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

## Belfast City Council

Application for appointment as:

### Senior Project Development Officer (PO4)

(There is currently one permanent full-time post. Other full-time, part-time, job-share, temporary and permanent posts may be filled from a reserve list.)

Neighbourhood Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 12 December 2022.**

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 we are unable to issue or receive any hard copy application forms either by post or hand delivered. All application forms must be emailed to [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk)**

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

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



**Belfast  
City Council**

## Reserve list

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) post working full-time, part-time or job share hours by ticking the appropriate box.

**If you are interested in both permanent and temporary positions, please tick (✓) both boxes.**

**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 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. Similarly, if you have ticked that you wish to be considered for full-time hours only and a part-time post becomes available, we will not offer you this part-time post.**

**Section 1: Personal details**

Are you currently employed by Belfast City Council?

Yes  No

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes  No

If yes, please state your reason for leaving:

**1. Your details**

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

**2. Contact details**

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

**3. Other information**

National insurance number:

**Section 2: Qualifications and employment history**

**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, health, social wellbeing, nursing, social work, education, health development, community development, environmental health 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:



**Employment history**

(c) Details of current employment and current position held:

Name and address of current employer (if any):	Exact date employment commenced (dd/mm/yyyy):	Position held with current employer:	Salary:

(d) Details of previous employment and positions held:

Name and address of previous employer(s):	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)	Position(s) held:	Salary:

### Section 3: Experience

5.

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

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

#### **Essential criteria**

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

- have a third level qualification in a relevant subject, such as, health, social wellbeing, nursing, social work, education, health development, community development, environmental health or equivalent qualification **and** 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 three areas: **or**
- be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following three areas:
  - a) managing complex projects or programmes of work addressing health inequalities which involves negotiating and influencing a diverse range of partner organisations, including those in the community and voluntary sectors;
  - b) developing and maintaining collaborative working relationships with a diverse and wide range of stakeholders in health and wellbeing improvement; and
  - c) contributing to policy and, or strategy development related to tackling health inequalities.

#### **Short-listing criteria**

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to shortlist only those applicants, who as at the closing date for receipt of applications, can demonstrate, by providing personal and specific examples on the application form, that they have a third level qualification in a relevant subject and at least two years' relevant experience or three years' relevant experience (as outlined above) in each of the aforementioned three areas.

#### **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 range of projects or programmes that you managed; how these were complex; how they addressed health inequalities; the range of partner organisations you worked with and influenced while managing these projects or programmes; how you negotiated with these partners; the sectors that they operated within; the purpose and outcome of these projects or programmes, 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 collaborative working relationships that you developed and maintained; the diverse range of stakeholders this was with how they operated in the area of health and wellbeing improvement; your role in these relationships; the purpose and outcomes of the collaborative working, 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 policies or strategies that you have contributed to the development of, outlining what this involved and the specific steps you were responsible for; how these policies or strategies were developed to tackle health inequalities and whether they were successful or not; any difficulties you encountered and how you overcame them, etc.

**(a)**

Please demonstrate in this box, by providing personal and specific examples, that you have at least either one year's or two years' relevant experience (as outlined on the employee specification) of managing complex projects or programmes of work addressing health inequalities which involves negotiating and influencing a diverse range of partner organisations, including those in the community and voluntary sectors.

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

Continuation sheets must not be used

**(b)**

Please demonstrate in this box, by providing personal and specific examples, that you have at least either one year's or two years' relevant experience (as outlined on the employee specification) of developing and maintaining collaborative working relationships with a diverse and wide range of stakeholders in health and wellbeing improvement.

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

Continuation sheets must not be used

**(c)**

Please demonstrate in this box, by providing personal and specific examples, that you have at least either one year's or two years' relevant experience (as outlined on the employee specification) of contributing to policy and, or strategy development related to tackling health inequalities.

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

Continuation sheets must not be used

**Section 4: Other information**

6. Notice required to terminate present position:

7. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer referee (or character reference if applicable):

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

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

Signed:

Date:

# Equal opportunity monitoring form

HR Reference number: 0000001862 /

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

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

## Personal details:

Date of birth:

## Gender Identity:

How do you define your gender?

Male  Female  Prefer not to answer

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

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

Yes  No  Prefer not to say

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

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

## Family status:

Married  Single

Divorced  Separated

Widowed

Cohabitant

Civil partnership  Dissolved civil partnership

Prefer not to answer

Other, please specify

## Ethnic origins:

White  Indian

Pakistani  Bangladeshi

Chinese  Irish Traveller

Black African  Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please specify

Other, please specify

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

## Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

**Persons with and without a disability:**

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

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

Yes  No

Prefer not to answer

Disability

If yes, please state nature of disability:

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

Yes  No

Prefer not to answer

History

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

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

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

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



**Official use only:**

**Persons with and without dependants:**

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

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

Dependants

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

Children  Relative  A person with a disability

Prefer not to answer

Other, please specify:

**Sexual orientation:**

**What best describes your sexual orientation?**

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

Orientation

**Religious affiliation or community background:**

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

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

Code   
Method

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

**Religious belief or tradition:**

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

Religious belief

No religious belief

Not disclosed

**Additional information:**

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

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

Other, please state where: