
Job Description

Date: 11 April 2013

Department: City and Neighbourhood Services

Post number: 1398

Section: Parks and Cemeteries Operational Services

Job title: **Casual Mobile Facilities Attendant**

Grade: Scale 3

Main purpose of job.

To be responsible to the appropriate officer, to ensure that all sites and associated facilities are maintained and kept to required standards for public use and to appropriately supervise access to these facilities.

To be responsible to the appropriate officer for administering bookings of facilities and for providing information and advice to customers.

To be able to work flexibly across all sites to ensure the necessary high standards of service delivery are achieved.

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Summary of responsibilities and personal duties

1. To provide a high standard of customer service to all customers.
2. To ensure that all areas in and around the site and associated facilities are kept in a clean and hygienic condition (including litter collections).
3. To act as keyholder, responsible for opening and closing and controlling access to all parts of the building and associated facilities.
4. To monitor and check bookings and ensure that user access to facilities, for example, 3G pitches, are in line with bookings taken and to take appropriate remedial action as required.
5. To assist with events as and when required.
6. To carry out the necessary checks to ensure that all users comply with booking regulations as laid down by Belfast City Council.
7. To patrol designated centre car parks in an effort to prevent vandalism to or theft from the vehicles.
8. To maintain records and complete associated paperwork as required by laid down policies and procedures.
9. To receive, record and secure cash in line with the cash handling procedures and issue tickets and equipment as required.
10. To ensure good relations with all user groups including members of the public and respond to requests, provide guidance and deal with any complaints in relation to the site.
11. To drive and be responsible for any allocated vehicle (within the post holder's driving licence category) and adhere to driver daily checks and accident/ incident/ vehicle defect procedures, including the completion of all required documentation.
12. To take all reasonable steps to ensure that sites and associated facilities are properly cared for and that the risk of damage or theft is minimised, reporting any faults or necessary repairs directly to the relevant supervisor (along with information required for the preparation of statements and reports of evidence).
13. To oversee the general safety and behaviour of the public and direct the activities of users to prevent misuse, damage to facilities and equipment and comply with all Health and Safety at Work legislation.
14. To assist as and when required, in the inspection of playgrounds, play equipment, sports surfaces and parks furniture and to undertake minor repairs.
15. To undertake general and specific cleaning duties, individually or as part of a team, throughout all parts of the complex both internally and externally.
16. To use all cleaning equipment and chemicals in accordance with guidelines and health and safety regulations.

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17. To be responsible for security/ fire alarms and to make all health and safety checks in accordance with the set down procedures.
 18. To comply with all Health and Safety at Work legislation and Belfast City Council Policies and Procedures by assisting with first aid, recording accidents and incidents, risk assessments, etc.
 19. To participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management policies and procedures, as appropriate, including, absence management, disciplinary and grievance procedure.
 20. To act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 21. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 22. To undertake such other relevant duties as may from time to time be required.

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

Employee specification

Date: 21 August 2017

Department: City and Neighbourhood Services
Post number: 1398
Section: Parks and Cemeteries Operational Services
Job title: **Mobile Facilities Attendant**
Grade: Scale 3

Essential criteria

Driving licence and experience

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

- (a) possess a full, current driving licence which enables them to drive in Northern Ireland, or, have access to a form of transport which will enable them to meet the requirements of the post in full¹; and
- (b) be able to demonstrate on the application form, by providing personal and specific examples, relevant work experience of each of the following three areas:
 - (i) the operation of facilities, including health and safety procedures, cleaning and maintenance and associated administrative duties;
 - (ii) dealing with members of the public, in person; and
 - (iii) cash handling on behalf of others.

Special skills and attributes

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

Customer care skills: the ability to deal effectively with the general public and respond to a variety of customer needs.

Organisational and work planning skills: the ability to work on their own initiative.

Written communication skills: the ability to complete standard forms clearly and to collate information into simple written reports.

Decision making skills: the ability to exercise judgement in the event of incidents and emergencies and any other unexpected events.

¹ Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post holder to drive council-owned vehicles, as and when required, in order to fulfil the duties of the post then the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

Oral communication skills: good inter-personal skills with the ability to communicate effectively with members of the public, colleagues and others.

Team working skills: the ability to be an effective team member, contributing to the success of the team and the achievement of objectives.

Health and Safety awareness: an understanding of the importance of personal responsibility and that of the public in relation to health and safety compliance.

Short-listing criteria

In addition to the above experience, Belfast City Council reserves the right to shortlist only those applicants, who as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, , at least **one year's** relevant work experience of each of the three areas (b)(i) to (b)(iii) outlined above.

Belfast City Council

Terms of Engagement for casual workers

Casual Mobile Facilities Attendant (Scale 3)

Parks and Cemeteries Operational Services Section

City and Neighbourhood Services Department

Job applicant privacy notice

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

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

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

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

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

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

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

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

Appointment

The recommendation for casual work will be made by the selection panel, but subject to ratification by the director of the relevant department.

The relationship between the council and the casual worker shall not give rise to a contract of employment with Belfast City Council.

The Parks and Cemeteries Operational Services Section may offer work where it is available however there is no obligation either on the section to offer work or on the individual to accept any work that might be offered. Allocation of work is entirely at the council's discretion. If successful, your name will be on a register of individuals who agree in principle to carry out the work as detailed in the job description.

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

Job details

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

Employee specification: please refer to the attached employee specification for details of any licences and experience, etc. which are required for the post. Should a candidate be recommended for appointment to this post, he or she will be required to produce official original proof of any licences etc. he or she relied upon to support their application. Please also be advised that a candidate must provide evidence to demonstrate that he or she was in possession of such licences etc. at the closing date for applications.

The employee specification for this post requires candidates to have a full, current driving licence which enables them to drive in Northern Ireland, or, access to a form of transport which enables them to meet the requirements of the post in full. Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence. However please also be advised that, given the business need for the post-holder to drive council-owned vehicles, as and when required, in order to fulfil the duties of the post, the 'reasonableness' of this adjustment will be thoroughly considered prior to any appointment being made.

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 3, SCP 5, £10.01 per hour, plus an additional 12.07% to compensate for untaken annual leave entitlement, paid fortnightly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

The council reserves the right to transfer the casual worker onto monthly pay by BACS at any stage in the future without payment.

Location

The casual worker will be initially based in any of the Areas in which they are prepared to work (as indicated on their application form), but the casual worker will be mobile covering a variety of sites and will be expected to work throughout all areas of the city.

A list of sites covered by the casual Mobile Facilities Attendants is detailed below. Please note that these lists of sites are examples of the locations covered and are not exhaustive.

<p>Area North Team</p> <p>Alexandra Park Avenue Ballysillan Playing Fields Belfast Castle Cavehill Country Park City of Belfast Golf Course City of Belfast Playing Fields Duncrue Forthriver Parks Glencairn Park Grove Playing Fields Loughside Playing Fields Waterworks Woodvale Park</p>	<p>Area East Team</p> <p>Alderman Tommy Patton Memorial Park Belmont Park Blanchflower Playing Fields Gilnahirk Park Gortin Park Orangefield Playing Fields Roselawn Victoria Park Cherryvale Playing Fields</p>
<p>Area South Team</p> <p>Barnett's Demesne Botanic Gardens Clement Wilson Park Lagan Meadows Sir Thomas and Lady Dixon Park Wedderburn Park Ormeau Park</p>	<p>Area West Team</p> <p>Dunville Park Falls Park Halfmoon Lake Musgrave Park Suffolk Playing Fields Woodlands Playing Fields</p>

Pre-employment checks

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

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

If the casual worker acquires a conviction throughout the course of their engagement 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 of engagement and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.

Engagement may also be subject to the council receiving suitable satisfactory references for candidates. If a candidate is recommended for casual work and suitable satisfactory references are requested and not received, they will not be offered work.

Please note that if a candidate 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 casual worker will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements. A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new workers at the council's induction course.

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 casual worker.

Service and hours of duty

The hours of duty will be on an 'on call' basis depending on the operational requirements of the sites and associated facilities under the control of Parks and Cemeteries Operational Services Section (as detailed above under Location).

The Parks and Cemeteries Operational Services Section may offer work where it is available however there is no obligation either on the Section to offer work or on the individual to accept any work that might be offered. Allocation of work is entirely at the council's discretion. The work concerned may be any of the duties outlined in the job description or a mix of duties during any period of engagement.

As an individual who provides an 'on call service', you may not only decline to accept work offered but also indicate the days and times when you will and will not be available to work. When you are offered work, you will be given as much notice as operationally possible to enable you to accept such work. In the same way, it is expected that you will give as much notice as possible if you are no longer able to accept the work offered.

Your name will be on a register of individuals who agree in principal to carry out occasional casual services. You will be invited and may agree to accept such work. Each time you agree to carry out the duties, it will be regarded as a separate engagement. These engagements are terminable without notice from either party.

You will be paid only for the hours actually worked. No payment will be made to any individual providing this service should the work be cancelled to which you had been invited and had accepted work.

Annual leave

As a casual worker you will be entitled to 28 days leave per annum pro-rata based on actual hours worked. An additional percentage of 12.07% will be paid on top of the hourly rate to compensate for not taking the leave entitlement. The casual worker is required to provide 4 weeks' notice in writing if he or she wishes to revert to taking the leave rather than receiving the additional percentage payment. If the casual worker decides to revert to take his or her entitlement to leave, this entitlement will be calculated, on a quarterly basis in arrears, based on actual hours worked in the previous quarter.

The leave year commences on 1 April and leave entitlement during the first year of service will be calculated based on completed months of service.

Sick leave

There is no entitlement to sick pay.

Travel

A vehicle may be provided from time to time in order to carry out some of the duties of the post.

Uniform

Uniform clothing will be issued by the relevant department. The wearing of such uniform clothing will be a pre-requisite of engagement and it must only be worn whilst on duty. Only in exceptional circumstances will items be replaced. All items of clothing and other issued equipment will remain the property of the relevant department. Facilities for changing and storage will be available.

Superannuation

The person appointed can opt in voluntarily to become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI). However, casual workers will initially receive a notice of postponement in line with automatic enrolment provisions which means that you may be considered eligible under scheme regulations at a later date. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Canvassing

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

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be received by email to jobs@belfastcity.gov.uk by **4pm on Monday, 8 November 2021**.

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

Please note that it is the candidate's responsibility to ensure that his or her application form is **submitted and received in the Human Resources Section via jobs@belfastcity.gov.uk** 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, testing and interview dates

It is envisaged that short-listing for this post will take place on **Wednesday 10 November 2021**.

Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. If tests are undertaken, candidate marks from skills tests will be used to further shortlist candidates to be invited to attend for final interview. It is also envisaged that interviews will be held **on Tuesday 23 and Wednesday 24 November 2021, will be held via MS Teams**.

The council will also 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:

Casual Mobile Facilities Attendant (Scale 3)

Parks and Cemeteries Operational Services Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 8 November 2021.**

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

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

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

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



Casual Mobile Facilities Attendant – Areas

The persons appointed will be mobile covering a variety of sites and will be expected to work throughout all areas of the city.

Lists of sites within the areas covered by the Mobile Facilities Attendants are detailed below. **Please note that these lists of sites are examples of the locations covered and are not exhaustive.**

In the boxes below, please indicate (by ticking ✓) which location(s) you would like to work in.

Please also note candidates will only be offered vacancies in the areas which they have expressed an interest in working in.

Area:	Tick (✓)
Area East: Alderman Tommy Patton Memorial Park, Belmont Park, Blanchflower Playing Fields, Gilnahirk Park, Gortin Park, Orangefield Playing Fields, Roselawn Victoria Park, Cherryvale Playing Fields	<input type="checkbox"/>
Area North: Alexandra Park Avenue, Ballysillan Playing Fields, Belfast Castle, Cavehill Country Park, City of Belfast Golf Course, City of Belfast Playing Fields, Duncrue, Forthriver Parks, Glencairn Park, Grove Playing Fields, Loughside Playing Fields, Waterworks, Woodvale Park	<input type="checkbox"/>
Area South: Barnett's Demesne, Botanic Gardens, Clement Wilson Park, Lagan Meadows, Sir Thomas and Lady Dixon Park, Wedderburn Park, Ormeau Park	<input type="checkbox"/>
Area West: Dunville Park, Falls Park, Halfmoon Lake, Musgrave Park, Suffolk Playing Fields, Woodlands Playing Fields	<input type="checkbox"/>

Please also note choice of area will be offered to candidates in order of merit based on performance at interview. Whilst the council will endeavour to place successful candidates in their preferred area, we cannot guarantee that this will be possible.

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: Employment history

4. Employment history

(a) 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:

(b) 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: Driving licence and experience

5.
(a) Do you hold a full, current driving licence which enables you to drive in Northern Ireland, or, access, to a form of transport which enables you to meet the requirements of the post in full?*

***Please be advised that this alternative is a 'reasonable adjustment' specifically for applicants with disabilities who, as a result of their disability, are unable to hold a full, current driving licence.**

Yes No

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

You must complete 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. (bi) to (biii), 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:

- (b) be able to demonstrate on the application form, by providing personal and specific examples, relevant work experience of each of the following three areas:
- i. the operation of facilities, including health and safety procedures, cleaning and maintenance and associated administrative duties;
 - ii. dealing with members of the public, in person; and
 - iii. cash handling on behalf of others.

Shortlisting criterion

In addition to the above experience, Belfast City Council reserves the right to shortlist only those applicants, who can demonstrate on the application form, by providing personal and specific examples, that they have, as at the closing date for receipt of application forms, at least **one year's** relevant work experience of each of the three areas (b)(i) to (b)(iii) outlined above.

In boxes (bi) to (biii), please provide the following detail:

(i) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the types of facilities you have experience of operating in; your responsibilities in relation to these facilities; the health and safety procedures that you are aware of; how you ensure your own safety and the safety of your fellow workers and members of the public; your understanding of health and safety legislation and requirements; the cleaning and maintenance work you have done; the types and levels of administrative duties you have carried out; etc.

(ii) 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 how often you have dealt with members of the public; in what capacity; the type of dealings you have had; any issues that you encountered; how you have effectively dealt with these issues; etc.

(iii) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your relevant experience in this area, whether in a working environment or a volunteer/carer, including details of whose cash you have been responsible for handling; what this involved; what the cash was used for; how you dealt with any petty cash you were responsible for; etc.

(bi)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have relevant work experience in the operation of facilities, including health and safety procedures, cleaning and maintenance and associated administrative duties

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least one years' experience in this area)

Continuation sheets must not be used

(bii)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have relevant experience of dealing with members of the public, in person

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least one years' experience in this area)

Continuation sheets must not be used

(biii)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have relevant experience of cash handling on behalf of others.

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least one years' experience in this area)

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

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: 0000001232/

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

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

Personal details:

Date of birth:

Gender Identity:

How do you define your gender?

Male

Female

Prefer not to answer

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

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

Yes

No

Prefer not to say

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

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

Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

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

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

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

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

Yes No

Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No

Prefer not to answer

History

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

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

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

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

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: