Job description

Date: **6 May 2011**

Department: Finance and Resources

Post number: 1177

Section: Directorate Support

Job title: **Senior Business Support Assistant**

Grade: SO2

Main purpose of job

To be responsible to the Business Coordinator for the supervision of allocated staff and ensure the provision of all administrative, human resources, financial and quality matters to ensure that the business needs of the department are met in an efficient and cost effective manner.

To assist the Business Coordinator in providing advice and guidance to the Director, senior managers and other staff in the department on administrative, human resources, financial and quality matters.

Summary of responsibilities & personal duties

1. To be responsible to the Business Coordinator for the provision of human resources, financial and general administrative support, including advice and guidance to the department in liaison with corporate Human Resources and Finance and Performance sections.

2. To be responsible for the day to day management of the business support staff with responsibility for programming the workload and priorities in liaison with the Business Coordinator and senior management within the assigned section.

3. To identify the business needs of the section and, in conjunction with the Business Coordinator liaising with the Head of Service, to assist in developing and implementing staffing arrangements to meet these needs.

4. To assist the Business Coordinator with the management and co-ordination of all systems, procedures, record keeping and reporting with regard to human resources, finance, administrative and quality support.

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5. To assist the Business Coordinator in providing management support to the senior management team, managers and officers on a departmental wide basis.

6. To assist the Business Coordinator with the coordination and development of the sectional and departmental business plan, annual objectives, and performance indicators ensuring that the required standards of services are maintained.

7. To assist the Business Coordinator in reviewing relevant working practices and procedures to support the department business needs and make periodic recommendations for improvements.

8. To ensure accurate and timely production and collation of department and service performance data required for committee reports, reports, official returns and performance measurement.

9. To assist the Business Coordinator in the coordination and development of the departmental risk register and business continuity plan.

10. To assist the Business Coordinator in developing, implementing and monitoring appropriate departmental quality initiatives.

11. To assist with departmental records management, freedom of information and data protection issues.

12. To undertake, as required, service specific business support tasks, within the assigned service in line with departmental priorities.

13. To liaise with other departments particularly in relation to human resources, financial and general administrative matters, including participation in interdepartmental teams and project groups.

14. To represent, as required, the Business Coordinator, particularly in relation to workload within the assigned service.

15. To motivate and manage any staff, that may be assigned, to the post holder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.

16. 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.

17. To participate as directed in the council's recruitment and selection procedures.

18. 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.

19. To undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.

20. 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: **22 July 2021**

Department: Finance and Resources

Post number: 1177

Section: Directorate Support

Job title: **Senior Business Support Assistant**

Grade: SO2

Essential criteria

Qualifications and experience

Applicants must, as at the closing date for receipt of applications:

- have a relevant third level qualification, for example, Business Studies, Public Administration, Finance or equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, one year's relevant experience in each of the following three areas; **or**
- be able to demonstrate on the application form, by providing personal and specific examples, two years' relevant experience in each of the following three areas:

(a) providing advice and guidance to managers on human resources policies and procedures, including absence management, recruitment, disciplinary, grievance and training and development matters;
(b) supervising staff on a daily basis including programming workloads and priorities; and
(c) providing general administration support (including collation of information for responses to FOI/DPA requests, complaints, health and safety matters).

Special skills and attributes

Applicants must be able to demonstrate that they possess the following skills and attributes which may be tested at interview:

Technical knowledge: the ability to provide accurate and current advice and guidance on HR matters.

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

Staff management skills: the ability to lead, motivate, develop and encourage a small team to deliver successful results.

Work planning and organisational skills: effective organisation and prioritisation skills and an organised approach to problem solving.

Customer care skills: good interpersonal skills with experience in customer care procedures and awareness of the importance of responding to the needs of both internal and external customers.

Analytical and decision-making skills: the ability to analyse complex data and take appropriate decisive action with an understanding of the possible wider corporate implications of such action.

Information technology skills: a good level of computer literacy with experience in the use of software packages to assist in preparing data, analysis and processing work.

Organisational knowledge: knowledge of council structure, departments and their main functions.

Short-listing criterion

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 application forms, have a relevant third level qualification, for example, Business Studies, Public Administration, Finance or equivalent qualification **and** are able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the three aforementioned areas (a-c); **or** can demonstrate on the application form, by providing personal and specific examples, at least three years' relevant experience in each of the aforementioned three areas (a-c).

Belfast City Council

Terms and conditions of employment

Senior Business Support Assistant (SO2)
Permanent Post

Directorate Support Section

Finance and Resources Department

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

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 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 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. 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 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 SO2, SCP 27 to 29, £33,820 - £35,411 per annum (in normal circumstances, the starting salary is the minimum point). The salary will be 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.

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 they 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. An existing employee currently undertaking a temporary project/cover/review post will not be able to continue working for the remaining duration of this temporary post prior to taking up a permanent post, even if this temporary post is of a higher grade.

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 177.6 hours (24 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).

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

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

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

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

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 jobs@belfastcity.gov.uk by 4pm on **Monday, 12 June 2023.**

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 June 2023**. 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 June 2023** and if required, **Friday, 23 June 2023.**

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.

HR reference 0000002033/

Belfast City Council

Application for appointment as:

Senior Business Support Assistant (SO2)
(There is currently one permanent full-time post. Other full-time, part-time, temporary and permanent posts may be filled from a reserve list.)

Directorate Support Section

Finance and Resources Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 12 June 2023.**

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 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

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

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 <u>not</u> 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 <u>not</u> 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 relevant third level qualification, for example, Business Studies, Public Administration, Finance 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
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 applications:

- have a relevant third level qualification, for example, Business Studies, Public Administration, Finance or equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, one year's relevant experience in each of the following three areas; **or**
- be able to demonstrate on the application form, by providing personal and specific examples, two years' relevant experience in each of the following three areas:

(a) providing advice and guidance to managers on human resources policies and procedures, including absence management, recruitment, disciplinary, grievance and training and development matters;
(b) supervising staff on a daily basis including programming workloads and priorities; and
(c) providing general administration support (including collation of information for responses to FOI/DPA requests, complaints, health and safety matters).

Short-listing criterion
In addition to the above qualification and, or experience, Belfast City Council reserves the right to shortlist only those applicants, who as at the closing date for receipt of application forms, have a relevant third level qualification, for example, Business Studies, Public Administration, Finance or equivalent qualification **and** be able to demonstrate on the application form, by providing personal and specific examples, at least two years' relevant experience in each of the three aforementioned areas (a-c); **or** can demonstrate on the application form, by providing personal and specific examples, at least three years' relevant experience in each of the three aforementioned areas (a-c).

In boxes (a) to (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 advice and guidance you provided within the areas of human resource policies and procedures including absence management, recruitment, disciplinary, grievance and training and development matters, the range of managers you provided this advice to, how you persuaded managers to follow your advice and guidance, what the outcome was of such advice and guidance; 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 number of staff you supervised, how you programmed their workload, how you addressed priorities when utilising staff, any other issues that you addressed within a supervisory capacity; 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 range of general administrative support you provided, including examples of the information you have collated in response to FOI/DPA requests, complaints and health and safety matters, how you collated and gathered this information, what your contribution was in the response and any problems or difficulties you encountered and how you resolved or managed these; etc.

(a)	Applicants must demonstrate here, by providing personal and specific examples, that they have either at least one year's or two years' relevant experience (as outlined in the employee specification) of providing advice and guidance to managers on human resources policies and procedures, including absence management, recruitment, disciplinary, grievance and training and development matters. **(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' or three years' relevant experience in this area)** Continuation sheets must not be used

(b)	Applicants must demonstrate here, by providing personal and specific examples, that they have either at least one year's or two years' relevant experience (as outlined in the employee specification) of supervising staff on a daily basis including programming workloads and priorities. **(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least two years' or three years' relevant experience in this area)** Continuation sheets must not be used

(c)	Applicants **must** demonstrate here, by providing personal and specific examples, that they have either at least one year's or two years' relevant experience (as outlined in the employee specification) of providing general administration support (including collation of information for responses to FOI/ DPA requests, complaints, health and safety matters). **(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least 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:	0000002033/

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:

Official use only:

Date of birth: _____ Dob _____

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: ☐

Gender Identity ☐

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			

Status ☐

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			

Ethnic origin ☐

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

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: ☐

No religious belief ☐

Not disclosed ☐

Religious belief ☐

Additional information:

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

Belfast Telegraph	☐	Irish News	☐	Newsletter	☐
Sunday Life	☐	Specialist journal	☐	LinkedIn	☐
Council trawl	☐	Council website	☐	Nijobfinder.co.uk	☐
Facebook	☐	Twitter	☐	Word of mouth	☐
Department of Learning, Jobs and Benefits	☐	Executive search	☐	Localgovernmentjobsni.gov.uk	☐

Other, please state where: ☐