
Job description

Date: 2 January 2008

Department: City and Neighbourhood Services

Post number: 591, was 592100

Section: Business Support

Job title: **Policy and Business Development Officer**

Grade: PO 4

Main purpose of job

To be responsible to the Policy and Business Development Manager for assisting with the development, coordination and ongoing monitoring of all relevant policies and strategies required for the provision of an effective and efficient service.

To coordinate and undertake the research effort of the unit ensuring relevance and quality and the ongoing dissemination of such work. To advise, guide and assist the services within the department as appropriate.

To monitor developments in the areas of responsibility of the department, develop an information base and disseminate information appropriately through advice, briefings, seminars, and workshops.

To assist in the development and coordinating of business development activities across the service, including the approach to performance management, the application of business improvement tools and strategic planning.

Summary of responsibilities and personal duties

Policy

1. To undertake policy development and research in support of corporate internal and external policy development groups to ensure the delivery of an efficient and effective service.
2. To assist in the provision of policy guidance and support across all sections of the department, including the setting up and leading of intra-departmental working groups as appropriate.
3. To establish and regularly review relevant protocols, processes, and procedures to deliver the requirements and the objectives of the department.

Business development

4. To keep trends associated with the responsibilities and work of the unit under review and provide appropriate advice to senior managers as required.
5. To coordinate the development, monitoring, implementation and review of business improvement activities and an integrated performance management framework within the City and Neighbourhood Services Department.
6. To proactively assist the department to seek out commercial sponsorship, funding and business development opportunities including horizon scanning and research as appropriate.
7. To provide support and assist in the facilitation of service reviews and work with the management team as directed.
8. To assist in the identification of new opportunities where business management and, or service delivery needs to be improved.
9. To develop mechanisms, templates, tools and training for improving business performance in areas such as performance management, strategic planning and customer consultation.

Performance management

10. To undertake the ongoing monitoring and evaluation of the Belfast City Council City and Neighbourhood Services Strategy against corporate strategy, agreed performance targets and to seek continuous improvement to increase economy, efficiency and effectiveness.
11. To undertake the ongoing monitoring and evaluation of the departmental plan and identify areas for improvement.

Research

12. To undertake research studies on behalf of the department in consultation with elected Members, chief officers and key stakeholders in the city.
13. To establish and manage a library and resource facility for the unit.

Communication

14. To plan, organise and manage a range of consultation activities, internally and externally on matters of relevance to the department and the council.
15. To assist, in conjunction with the Policy and Business Development Manager, in the development of intra-unit working groups to develop action research and implement best practice.
16. To undertake, in conjunction with the Policy and Business Development Manager, consultation with external organisations on matters relevant to the council and the department and to coordinate the response to consultation documents.
17. To coordinate, prepare briefing papers, workshop and seminars to elected members and chief officers on pertinent departmental issues as directed.

General

18. To deputise for management as appropriate.
19. To motivate and manage any staff that may be assigned to the postholder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
20. 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.
21. To participate as directed in the council's recruitment and selection procedures.
22. 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.
23. To undertake the duties in such a way as to enhance and protect the reputation and public profile of Belfast City Council.
24. 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 s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role. The post-holder should also be aware the location of this post in the organisation structure could be subject to change in the future.

Employee specification

Date: 6 September 2021

Department: City and Neighbourhood Services

Post number: 591 was 592100

Section: Business Support

Job title: **Policy and Business Development Officer**

Grade: PO 4

Essential criteria

Applicants applying for the **permanent post, must**, as at the closing date for receipt of applications and throughout the selection process be current Belfast City Council employees.

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

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, for example Business Studies, Economics, Accountancy, Social Geography, Public Policy or Public Administration or equivalent relevant qualification **and** be able to demonstrate by providing personal and specific examples on the application form, that they have at least one year's relevant experience in each of the following areas: **or**
- be able to demonstrate, by providing personal and specific examples on the application form, that they have at least two years' relevant experience in each of the following areas:
 - a) assisting with developing, coordinating and monitoring policies and strategies;
 - b) undertaking research studies using a wide range of sources and undertaking consultation activities using appropriate techniques; and
 - c) assisting in the development and coordination of business planning activities including performance management and application of business improvement tools.

Special skills and attributes

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

Communication skills: the ability to communicate effectively with a wide range of audiences, verbally, in writing and through the presentation of information.

Policy and business development skills: the ability to develop, implement, monitor and review policies and business improvement activities in a multi-disciplinary environment.

Analysis and decision making skills: the ability to analyse and interpret complex issues and exercise critical judgement in arriving at practical solutions; and, the ability to look ahead, assess options and advise others to make plans based on the best options and to work closely with others to secure wider objectives.

Performance management skills: the ability to develop a performance management and business planning culture, including the setting of objectives and targets, performance measures, benchmarking and the interpretation of best practice, to ensure the continuous improvement of services.

Technical knowledge: the ability to formulate and implement consultation processes to obtain quantitative and qualitative information from a wide range of consultees, taking full account of equality implications with the ability to research effectively to obtain relevant information from a wide range of sources, using appropriate techniques.

Information technology knowledge: the ability to understand how IT can improve business effectiveness and day-to-day efficiency, and familiarity with various IT applications.

Team working skills: the ability to work effectively with others both within and beyond traditional organisational boundaries and contribute effectively to meeting team objectives.

Interpersonal and influencing skills: the ability to build rapport and maintain the engagement and commitment of others and to negotiate with a range of parties to secure their support in implementing difficult decisions.

Organisational and work planning skills: the ability to look ahead, assess options and advise on the best options while working closely with others and to use drive, initiative and commitment to deliver high quality results on time, making best use of the resources available.

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 application forms:

- in the first instance, can demonstrate, by providing personal and specific examples on the application form, that they have either a third level qualification in a relevant subject and two year's relevant experience, **or**, at least three years' relevant experience in each of the areas detailed above (a – c); and
- in the second instance, possess an additional relevant qualification such as a post-graduate or higher level qualification, for example, a Masters qualification in a business related subject such as Business Studies, Public Policy, Public Administration or equivalent relevant qualification.

Belfast City Council

Terms and conditions of employment

Policy and Business Development Officer (PO4)

There is one full-time permanent post and one full-time 'temporary cover' post until 31 December 2021, subject to review

Business Support 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, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council's Records Retention and Disposal Schedule.

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

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

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

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

Appointment

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

If you are currently placed on furlough, you will be required to return from furlough to commence in this post.

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

If 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.

There is currently one full-time permanent post and one full-time 'temporary cover' post until 31 December 2021, subject to review.

Permanent post

Only Belfast City Council employees, who are employees as at the closing date for this post and who continue to be employees throughout the selection process for this post, are eligible to apply. Agency assignees and casual workers, who are not Council employees, are not eligible to apply. Applicants who are no longer current employees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process, even if they were an employee at the closing date for receipt of applications. Similarly, if placed on the reserve list, applicants must still be current employees as at the point in time that a vacancy arises. Applicants who are no longer Belfast City Council employees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

Applicants recommended for appointment must complete all relevant pre-employment checks within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. Upon completion of relevant checks, applicants must formally accept and start employment in the post within a four week period. If offered a permanent post, employees currently undertaking a temporary project/cover/review post will not be permitted to continue working in that temporary post, even if it is of a higher grade. They must take up the permanent post within a strict four week period. This has always been the agreed practice within Belfast City Council and it is of critical importance that it

is strictly adhered to especially during this period of significant re-organisation and change when the Council is striving to achieve permanency and stability.

Temporary cover post

This is a 'temporary cover' post until 31 December 2021, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a 'temporary cover' post with the right to return to his or her substantive post at the conclusion of the 'temporary cover' post. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract into a 'temporary cover' post but with no automatic right to revert back to his or her original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a 'temporary cover' post but with no automatic right to revert back to his or her original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.

For internally trawled permanent or temporary project/cover/review posts, candidates must remain current employees or agency assignees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees or agency assignees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process; even if they were an employee or agency assignee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees or agency assignees as at the point in time that a vacancy arises. Candidates who are no longer Belfast City Council employees or agency assignees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

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, he or she will be required to produce official original proof of any qualifications, etc. he or she relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that he or she was 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, £38,890, - £41,881 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.

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

Pre-employment checks

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

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) 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 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 his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (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 person appointed acquires a conviction throughout the course of his/her employment with Belfast City Council, he/she must bring this to the attention of his/her 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 she/he 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. He or she 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

For the 'temporary cover' post, it is usual to give one week's notice to terminate this 'temporary cover' post arrangement. Your statutory notice periods which relate to your substantive post with the council remain unchanged.

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, 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 by 4pm on **Tuesday 28 September 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 and interview date

It is envisaged that short-listing for this post will take place on **Monday 4 October 2021**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews will be held on **Friday 15 October 2021 and will be held via MS Teams**.

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

Belfast City Council

Application for appointment as:

Policy and Business Development Officer (PO4)

There is currently one full-time permanent post and one full-time 'temporary cover' post until 31 December 2021, subject to review.

(For the permanent post, which is being internally trawled as a result of the council's ongoing programme of reorganisation and change, applicants must be current Belfast City Council employees as at Tuesday 28 September 2021 and throughout the selection process to be eligible to apply. Agency assignees and casual workers, who are not council employees, are ineligible to apply)

(For the 'temporary cover' post, applicants must be current Belfast City Council employees or agency assignees as at Tuesday 28 September 2021 and throughout the selection process)

Business Support Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Tuesday, 28 September 2021.**

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

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

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

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



**Belfast
City Council**

There are currently two vacancies for this post: a full-time permanent post and a full-time 'temporary cover' post until 31 December 2021, subject to review.

In the boxes provided below, please indicate (by ticking) which of the currently advertised post/s you are applying for. **Please ensure that you are eligible to apply for the post/s that you are indicating.**

We will only offer you a vacancy if you have expressed an interest in working in it and that you are eligible for.

<p>Permanent post</p> <p>In order to be eligible to apply for this post, you must, as at the closing date for receipt of applications and throughout the selection process be a current Belfast City Council employee. (Please note, agency assignees and casual workers, who are not council employees, are ineligible to apply for this post)</p>	
<p>'Temporary cover' post until 31 December 2021, subject to review</p> <p>In order to be eligible to apply for this post, you must, as at the closing date for receipt of application forms and throughout the selection process, be a current Belfast City Council employee or be a current Belfast City Council agency assignee.</p>	

Reserve list

In addition to filling the immediate vacancies, 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 vacancies become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

These posts may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours.

Please indicate below whether you would be interested in a permanent, or temporary (including fixed term) posts working full-time, part-time or job-share hours by ticking the appropriate boxes.

If you are interested in permanent, temporary, full-time, part-time and, or job share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent Temporary

Hours of work:

Full-time Part-time Job share

You can apply for all positions, for which you are eligible, and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time, part-time and, or job share hours.

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the posts for which you are eligible and 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. These conditions are all subject to you being eligible for the positions applied for (as outlined above).

Section 1: Personal details

If applying for the **permanent post**, are you currently employed by Belfast City Council?

Yes No

If applying for the **'temporary cover' post**, are you currently employed by or an agency assignee of Belfast City Council (**If you only work within Belfast City Council on a casual basis please mark your answer as No [see below]**)?

Yes No

Are you a current casual worker with Belfast City Council?
(Please note: casual workers are ineligible for these posts.)

Yes No

Have you been previously employed by Belfast City Council?

Yes No

1. Your details

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

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

Signed:

Date:

Section 2: Qualifications and current position held

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
If applicable, applicants must have a third level qualification in a relevant subject, for example Business Studies, Economics, Accountancy, Social Geography, Public Policy or Public Administration or equivalent relevant qualification.
Please note, the council reserves the right to shortlist in the second instance, only those candidates who possess an additional relevant qualification such as a post-graduate or higher level qualification, for example, a Masters qualification in a business related subject such as Business Studies, Public Policy, Public Administration or equivalent relevant 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:

--

- (c) **Current position held:**

Current Job Title:	Grade:	Date appointed:

Section 3: Experience

5.

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

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

Essential criteria

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

- either, have a third level qualification in a relevant subject, for example Business Studies, Economics, Accountancy, Social Geography, Public Policy or Public Administration or equivalent relevant qualification **and** be able to demonstrate by providing personal and specific examples on the application form, that they have at least one year's relevant experience in each of the following areas: **or**
- be able to demonstrate, by providing personal and specific examples on the application form, that they have at least two years' relevant experience in each of the following areas:
 - a) assisting with developing, coordinating and monitoring policies and strategies;
 - b) undertaking research studies using a wide range of sources and undertaking consultation activities using appropriate techniques; and
 - c) assisting in the development and coordination of business planning activities including performance management and application of business improvement tools.

Short-listing criteria

In addition to the above experience, applicants **must**, as at the closing date for receipt of application forms, 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:

in the first instance, can demonstrate, by providing personal and specific examples on the application form, that they have either a third level qualification in a relevant subject and two year's relevant experience, **or**, at least three years' relevant experience in each of the areas detailed above (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 policies and strategies that you assisted in developing, coordinating and monitoring; detail your specific role in assisting in developing, coordinating and monitoring the policies and strategies; any tools or systems that you used to assist you; the purpose of the policies and strategies; how you ensured they were fit for purpose, 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 research studies you have undertaken; the range of sources that you used to assist your research; how these sources helped your research; the range of consultation activities you have undertaken; who the consultation was with and the purpose of it; the methods or techniques you used as part of the consultation; how you ensured your research and consultation were effective; any outcomes of your research and consultation, 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 how you have assisted in developing and coordinating business planning activities, detailing what the activities were and any tools or systems you used to assist you; the performance management activities that you have assisted in developing and coordinating and what this involved, the purpose and outcome of this activity and any tools used; and your experience in the application of business improvement tools, detailing what was involved, the purpose and the outcome of this activity and any tools used, etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either one year's or two years' relevant experience (as outlined in the Employee Specification) of assisting with developing, coordinating and monitoring policies and strategies.

(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 (as outlined in the Employee Specification) in this area)

Continuation sheets must not be used

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either one year's or two years' relevant experience (as outlined in the Employee Specification) of undertaking research studies using a wide range of sources and undertaking consultation activities using appropriate techniques.

(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 (as outlined in the Employee Specification) in this area)

Continuation sheets must not be used

(c)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have at least either one year's or two years' relevant experience (as outlined in the Employee Specification) of assisting in the development and coordination of business planning activities including performance management and application of business improvement tools.

(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 (as outlined in the Employee Specification) in this area)

Continuation sheets must not be used

Equal opportunity monitoring form

HR Reference number: 0000001194 /

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

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

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

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

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

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

Yes No
Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No
Prefer not to answer

History

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

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

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

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

Persons with and without dependants:

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

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

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

Children Relative A person with a disability

Prefer not to answer

Other, please specify:

Official use only:

Dependants

Sexual orientation:

What best describes your sexual orientation?

Bi

Gay/lesbian

Heterosexual/straight

Prefer not to answer

I use another term, please specify:

Orientation

Religious affiliation or community background:

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

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant nor Roman Catholic communities

Prefer not to answer

Code

Method

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

Religious belief or tradition:

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

No religious belief

Not disclosed

Religious belief