Circular number: 3753/HR/GW/24

2 February 2024

**To: All Belfast City Council departments**

Please draw the attention of your staff, including current agency assignees and those on maternity related absence, to the following two vacant posts which will be publicly advertised via a range of online job boards and social media on Friday 2 February 2024:

**Director (Operational) of City and Neighbourhood Services (two vacant posts)**

**Salary: SCP 77 to SCP 80: currently £95,151 to £104,630 per annum.**

**Qualifications**

Applicants **must**, as at the closing date for receipt of applications, have a third level qualification in a relevant subject or a recognized professional qualification of an equivalent level in a relevant discipline.

**Essential criteria**

1. Applicants **must** be able to demonstrate on the application form, by providing personal and specific examples, that they have three years’ [[1]](#footnote-1)senior management experience of leading on the delivery of relevant front-line operational services to the public, including engaging with a diverse range of stakeholders to deliver improved customer experiences.

# 2. Applicants must also, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on their application form that they have relevant experience of:

# (i) leading on and delivering structural review or change programmes in a complex and unionised environment to deliver efficiencies and cost-savings.

# (ii) managing resources including [[2]](#footnote-2)significant budgets within tight financial constraints and leading and motivating a [[3]](#footnote-3)significant number of multi-disciplinary staff and managing them in accordance with the principles of performance management and personal development.

# Desirable criteria

# In addition to the above essential criteria, Belfast City Council reserves the right to only short-list those candidates who can also demonstrate, by providing personal and specific examples on their application form that they have:

(iii) relevant experience of developing strategies and translating them into actionable plans to deliver improved performance in an organisation of similar scale ([[4]](#footnote-4)) and complexity.

**To find out more information about this role and to receive a copy of the Candidate Brief and application details, you can:**

* **download them** by clicking on this link: [Director (Operational) of City and Neighbourhood Services](http://www.belfastcity.gov.uk/Jobs-and-Training/Current-Vacancies/Director-(Operational)-of-City-and-Neighbourho-(2));
* **email** [jobs@belfastcity.gov.uk](mailto:jobs@belfastcity.gov.uk);

**or**

* **scan** the following QR code with the camera on your phone or tablet and following the link:

**A qr code with a dinosaur

Description automatically generated**

Closing date for receipt of applications for this post is **4pm on Friday 16 February 2024.**

No late applications will be accepted.

**Please note all application forms will be issued and must be received electronically. No hard copy application forms will be issued or accepted.**

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 email jobs@belfastcitycouncil.co.uk

The information can be provided in other formats.

**Employee Resourcing Team**

**Human Resources Section**

1. **Senior Management** is defined as taking decisions on strategic issues that affect the organisation and providing detailed advice and guidance to top tier executive / board level. [↑](#footnote-ref-1)
2. The City and Neighbourhood Services Department has a budget of over £99m. **A significant budget will be defined as at least £5 million or more.** [↑](#footnote-ref-2)
3. The City and Neighbourhood Services Department has up to 1400 employees. The post-holder will therefore need to have experience of managing a large-scale multi-disciplinary workforce. **A significant number will be defined as at least 50 staff or more.** [↑](#footnote-ref-3)
4. Similar scale and complexity will be defined as a multi-functional organisation delivering a wide range of customer services requiring a high level of collaboration with internal and external stakeholders and with multi-disciplinary staff. [↑](#footnote-ref-4)