



Managing Director

Belfast Waterfront and Ulster Hall Limited



Candidate Brief

December 2015

PageExecutive

In partnership with Belfast City Council

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1. Foreword from the Chief Executive of Belfast City Council

Dear Candidate,

Thank you for your interest in this new role of Managing Director for the Belfast Waterfront and Ulster Hall Limited.

The council has set out an ambitious direction for the city in relation to elevating its global position and enhancing significantly the quality of experience for residents, visitors, businesses and investors.

The Belfast Waterfront project is at the centre of delivering the ambition to promote growth and inward investment and position Belfast as a destination of choice for business tourism. This in turn seeks to promote city centre regeneration including growth in the hotel sector, creating 1500 jobs.



This is a new landmark for Belfast, transforming Northern Ireland's only purpose-built conference venue into a world-class facility. The new look Belfast Waterfront, with additional facilities capable of attracting international bookings, could generate £45 million in business tourism spend each year at full operating capacity.

We believe that the £30 million being invested into Belfast Waterfront will enable us to reach this next level and be a major stepping stone in reshaping Belfast as a great place to visit, live and do business.

Alongside this, we have the unique Ulster Hall – a prestigious heritage venue in Belfast - retaining important community engagement activities and introducing new authentic cultural experiences for business tourists, as well as delivering employability programmes.

The council agreed in September 2015 that the two venues would be operated by a council-owned company, Belfast Waterfront and Ulster Hall Ltd. In this context, Belfast Waterfront and Ulster Hall Ltd will have a board of independent directors accountable to the council, with greater commercial freedom to fully realise their potential in what is a highly competitive and fast-paced marketplace.

We need the new company to develop and project a very strong brand which will become synonymous with quality event services, which in turn benefits the city as a destination of choice.

Belfast is on an exciting journey and this is a tremendous job opportunity. We hope you recognise the opportunity that this role presents and you see your future career ambitions reflected in our vision. If so, we would welcome your application.

To learn more about this exceptional role please visit www.michaelpage.co.uk/job-detail/managing-director/ref/13489199 or for an informal discussion, please speak with our advisors at Page Executive; Derek MacFeate on 07747 840432 and Ronan Coyle on +353 (0) 87 068 0868.

Yours faithfully

Suzanne Wylie
Chief Executive

2. Background

About Belfast

Belfast is a city with a remarkable heritage, from its emergence as a world centre of industry and shipbuilding, through a generation of political and social turmoil, to the vibrant and growing urban centre that you see today.

The scale and quality of the city's transformation has been of international significance. Belfast continues to develop and expand its retail offering, with plans for a £400 million investment in the Royal Exchange retail scheme in the city centre. We were awarded £13.7 million to make Belfast a world-class digital city and making Belfast a super connected city has also given a major boost to the city's economy and quality of life. And with plans for a £100 million rapid transport system providing vital links for the east and west of the city to a range of healthcare, education, jobs and leisure facilities, Belfast is set to become better physically connected than ever.

With its two universities and other leading educational facilities, competitive rental and housing prices, thriving business environment and diverse visitor experiences, Belfast has a compelling offer for students, residents, tourists and investors. And with a growing economy we are able to present our young people with real opportunities to establish themselves in the workplace and lay foundations for their careers.

We have a thriving arts and cultural scene that ranges from the traditional to the highly contemporary – something for all tastes. Our relatively compact geography means it's all within easy reach. And, if you want a break from the hustle of the city, you don't have to travel far before you're surrounded by stunning countryside and coastline. We have a buoyant tourist industry and Belfast is a constant presence in numerous surveys about the best places to visit, taking its place proudly alongside some of the world's greatest cities.

The growing list of recognition and praise from all the over the world confirms that Belfast is the place to be. People who live in and visit Belfast enjoy spending time here.....the people of our city have recently been declared the happiest in the UK. If you choose to make Belfast your home, you'll be sure to discover a fascinating city, where people feel safe and where a sense of community is alive and well.

Watch our video of ["Belfast – So many reasons to be here"](#)

About Belfast City Council

Belfast City Council has ambitious plans. Over the next year, the council will lead in developing a single, long-term strategic plan for the city called the [Belfast Agenda](#). The Belfast Agenda is the city's one strategic plan for the future, providing a simple and clear framework for bringing tangible benefits to everyone. It will make a clear link between social, economic and environmental issues, spatial planning, place shaping and regeneration and will tackle the big challenges - the persistent complex social and economic issues that have been around for some time. These all act as barriers and drags on achieving quality of life outcomes for Belfast citizens. By their nature, they are difficult to address and need on-going commitment from the council and its partners in government, in business and in the community and voluntary sectors.

Belfast City Council has three clear priorities that shape and drive its future direction:



For more information on the Belfast Agenda and the council's corporate objectives for 2015 – 2016 please see our Corporate Plan 2015 – 2016

<http://www.belfastcity.gov.uk/council/Publications/corporateplan.aspx>

In September 2015, the council agreed to transfer the operations of the Belfast Waterfront & Ulster Hall into a new arms-length company. Belfast City Council is now taking necessary steps to implement the council decision by implementing a new staffing structure and recruiting the required posts for the Belfast Waterfront and Ulster Hall on behalf of the new company.

About Belfast Waterfront and Ulster Hall Ltd

The new arms length company is in the process of formation and will be known as the Belfast Waterfront and Ulster Hall Ltd (BWUH Ltd), with the council as its sole shareholder. It will operate both the Belfast Waterfront and the Ulster Hall venues on behalf of Belfast City Council.

A Board of Directors will shortly be appointed and will be tasked with making commercial decisions in a rapid and aggressive market. It will have an independent chairperson, with a reputation and track record as a business champion, a broad network of contacts and considerable commercial credibility. The Board will comprise a total of five directors including the independent chairperson, with the Council's Chief Executive and Deputy Chief Executive acting as observers. It will include people from diverse backgrounds who have specialist skills and experience to support and enable the Managing Director to achieve success.

The Board and Managing Director will be solely focussed on the successful delivery of strategic and commercial objectives, as set by the council, dedicated to meeting the financial targets, guaranteeing an economic and social return on investment for the council, funders and the city's rate-payers.

Both venues will be managed by a team employed directly by the Company.

Recognising that our competitors benefit from having a high degree of management autonomy, the council understands the need to give adequate flexibility to the new company to ensure that it is capable of succeeding in a highly competitive marketplace. Through the governance arrangements to be put into place, the council will continue to exercise democratic oversight while giving the company as much freedom as possible in all other respects.

The Managing Director will be the senior executive officer, and will report to the Chair of the Board of Directors.

The company will agree an initial five year business plan with the council, which will identify the financial model and funding requirements. Each year, the company will submit a revised Business Plan for consideration by a dedicated committee of the council.

The business plan is currently under development, and is framed within these strategic principles:

- **Sustaining outstanding results**

The Belfast Waterfront and Ulster Hall Ltd will deliver sustained outstanding results that meet both the short and long term needs of all our stakeholders, within the context of their operating environment.

- **Adding value for customers**

BWUH Ltd will consistently add value for customers by understanding, anticipating and fulfilling needs, expectations and opportunities.

- **Developing organisational capability**

BWUH Ltd will enhance its capabilities by effectively managing change within and beyond the organisational boundaries.

- **Harnessing creativity and innovation**

BWUH Ltd will generate increased value and levels of performance through continual improvement and systematic innovation by harnessing the creativity of their stakeholders, its people and its service partners.

- **Managing with agility**

BWUH Ltd will become widely recognised for its ability to identify and respond quickly, effectively and efficiently to opportunities and threats.

- **Succeeding through the talent of people**

BWUH Ltd will value its people and create a culture of empowerment for the achievement of both organisational and personal goals.

- **Leading with vision, inspiration and integrity**

BWUH Ltd will ensure its leaders, who shape the future and make it happen, have the ability to act as highly effective role models for the promotion and implementation of our values and ethics.

- **Creating a sustainable future**

BWUH Ltd will have a positive impact on the world around us by enhancing our performance while simultaneously advancing the economic, environmental and social conditions within the communities of Belfast we touch.

It is anticipated that the newly appointed Board of Directors will agree the draft Business Plan in spring 2016.

About Belfast Waterfront

The original Waterfront Hall was opened in 1997 and was an award-winning purpose-built conference, arts and entertainment venue. It was a key project in riverside regeneration and redevelopment in Belfast city centre. A £30m extension project is currently ongoing and due to be completed on the new Belfast Waterfront in spring 2016.



The new integrated exhibition and conference centre will provide 7,000m² of flexible space including two new interconnecting multipurpose halls, three large meeting rooms and a new 660m² dedicated riverside entrance. The venue will be able to accommodate up to 5,000 people for conferences and entertainment events. The newly refurbished Belfast Waterfront will compete in the global conference market with other international conference venues in attracting major events with a target of generating £100m for the city over the next five years.

The target is to attract 50,000 annual conference delegates (35,000 of these being out of state) by 2020 and host an average of six International Association Conferences and six large National Association Conferences each year. Reaching high level of customer service, with 95% or more of clients indicating the venue and service provided as 'exceeded their expectations'.

The Marketing and Sales Teams have recently been expanded with exciting plans to ensure the Belfast Waterfront exceeds the challenging income targets. A new brand, website and client focused sales strategy have all been developed and are in the process of being rolled out. Indeed interest in the newly extended venue is extremely positive with conference targets already exceeded for 2016/17 and a wide ranging entertainment programme planned for the first year of opening. For the capital investment, Belfast City Council has provided £11m towards the Belfast Waterfront extension, while Tourism NI has funded £4m and the European Regional Development Fund (EDRF) £14.5m.

About the Ulster Hall

Build in 1862, this beautiful Victorian building is now considered a cultural icon in Belfast, with a firm place in the hearts of music lovers, both rock and classical, and boxing fans alike. Undergoing a £7m refurbishment in 2009 this historic building accommodates 1,700 patrons in the Grand Hall and also includes the Group Theatre Space used for exhibitions and events.



The Ulster Hall hosts over 150 performances across a range of genres each year, as well as a number of local and national conferences, gala dinners and weddings. The venue has played home to MTV EMAs, Snow Patrol and the Red Hot Chilli Peppers to name a few as well as our very own comedy club.

A key strategic vision is to further develop the public access into the Ulster Hall, ensuring the venue remains a key icon in Belfast's future. In this regard the venue has plans to work with key promoters and festivals to develop a bespoke programme attracting a wide range of audiences, as well as further developing the box office function to ensure a customer focused approach in line with new technologies.

The job and the Managing Director role

We recognise that the Belfast Waterfront and the Ulster Hall already have an excellent reputation for hosting entertainments and events. We intend to build upon this success. The high standards of customer service experienced by people attending events will be matched by the experience our clients will enjoy in dealing with our venue management, sales and marketing teams. The new company will strive to ensure that clients enjoy success at all stages, and will return to Belfast in the future. In turn, they will be our best sales people, recommending BWUH Ltd enthusiastically to other event organisers.

Belfast will become the destination of choice for national association event organisers.

A draft Business Plan is being developed which sets out that:

“By 2021, Belfast Waterfront and Ulster Hall Ltd (BWUH Ltd) will be recognised as a leading European event venue management organisation, becoming established on both key conference rotations and major concert tours. The Conference and Exhibition Centre in particular will be recognised by major industry awards for all areas of its operation”.

It is expected that the new leadership team will secure transformational changes quickly and effectively, to achieve a suite of targets including:

By 2020, it is expected that the new company will:

- Attract 50,000 annual conference delegates to the city
- Attract 35,000 out-of-state conference delegates

From 2020, the new company will:

- Host an average of 6 National Large Association conferences
- Host an average of 6 International/European Association conferences

The post of Managing Director is a new post. Its primary role is to guide and lead the company in the selling and operating of the two venues, Belfast Waterfront and Ulster Hall. Reporting to the board, the successful candidate will agree and implement the strategic objectives for Belfast Waterfront and Ulster Hall Ltd.

The post-holder will also build and develop a customer focused team ethos across both venues, managing and motivating a team of approximately 60 staff and over 70 casual workers to ensure that BWUH meets all financial, business and operational targets.

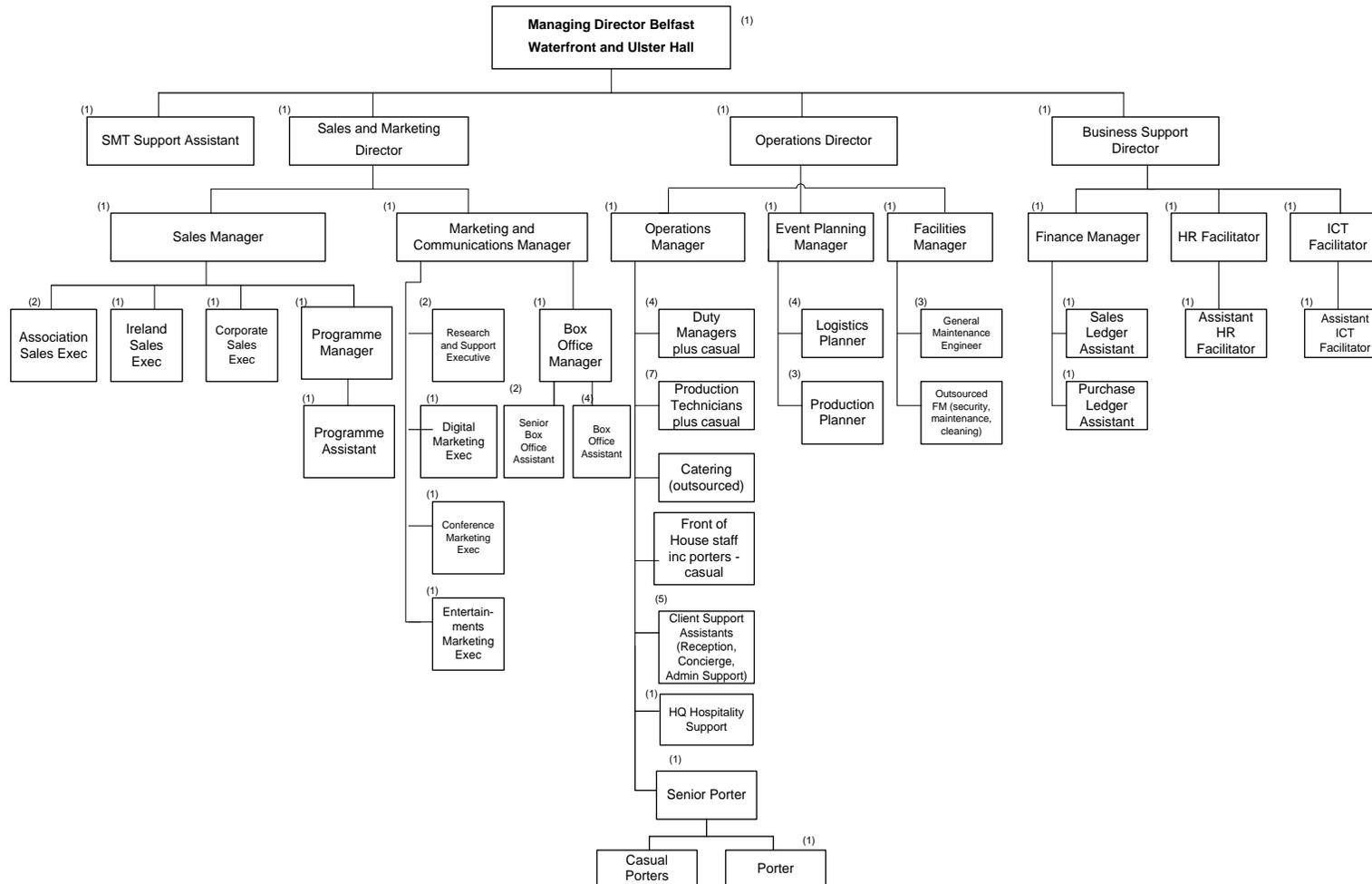
The Managing Director will need the ability to motivate and energise people in a time of change, maintaining the pace of change. Importantly, this includes the ability to coach and guide staff, help them feel personally involved in success and meet and exceed the changing needs and expectations of customers. To win business in such a highly competitive marketplace, the Managing Director will need to embed commercial acumen at all levels of the new company, projecting a compelling offer to the global marketplace

The entire business will be geared to the promotion of continuous improvement. The company and its employees will be quick to change and able to adapt quickly to market dynamics. The Council carries the ultimate financial risk (as sole shareholder) and the Board and the Managing Director will be totally committed to facing the financial challenges ahead and managing BWUH Ltd in the most effective and efficient way possible.

Organisational Functions

As a result of the recent restructure, the following functional chart shows the agreed structure for the Belfast Waterfront and Ulster Hall.

BWUH STAFFING STRUCTURE



3. Job Description

Job description

Date: 27 November 2015

Belfast Waterfront and Ulster Hall Limited

Post number: 1578

Job title: Managing Director

Grade: Circa £100k basic salary plus attractive package

Main purpose of job

To agree and deliver strategic objectives for development and promotion of the Belfast Waterfront and Ulster Hall (BWUH), positioning the venues as leading convention and entertainments centres.

To build a customer focused and commercial team ethos throughout both venues and demonstrate leadership and support of the BWUH Senior Management Team to ensure that BWUH meets all financial, business, operational and sales targets.

To motivate, inspire and empower the team to promote the BWUH domestically and internationally, thereby increasing the profiles of Belfast and Northern Ireland as choice destinations for entertainment and commerce.

To have ultimate responsibility and accountability for the BWUH including profit and loss and the management of all resources, including staff.

Reporting responsibilities

The post holder will report to the BWUH Board through the Chair of the Board.

Primary responsibilities

1. To develop, review and agree the strategic plan and annual business plan and ensure that the targets set out in these plans are achieved.
2. To report on performance against targets to the Board and Belfast City Council committees on a regular basis.
3. To operate the BWUH at the highest level in terms of excellence, operating philosophy and visitor experience, ensuring that the visitor experience continues to be 1st class and remains as the benchmark for the industry.

4. To oversee the preparation, monitoring and implementation of the annual budget to ensure that budget targets are met, that revenue flows are maximized and that fixed costs are minimised.
5. To oversee the preparation of the Annual Report and Accounts of the Company and ensure their approval by the Board.
6. Through and with the WHUH senior management team, to lead and direct staff, communicate effectively across the organisation, develop and manage a high performing planning workforce and allocate resources effectively to deliver objectives within budget.
7. To set out clear performance management and service standards for the BWUH and to establish, embed and celebrate a culture of continuous improvement that delivers significant, tangible and sustainable service improvements and efficiencies.
8. To drive and manage culture change, energise staff and build aspirations and morale, ensure roles and responsibilities are defined with a clear focus on outcomes, recognise individual and team contributions and embed a managed risk approach with timely decision making and administration.
9. To proactively build, maintain and manage strong and dynamic collaborative working relationships with partners and stakeholders.
10. To ensure good governance compliance with all policies, financial and procurement procedures and to effectively manage all risks including the safety of staff, customers and contractors in accordance with statutory obligations and relevant health and safety policies.
11. To oversee the development and implementation of appropriate quality, accreditation and continuous improvement initiatives.
12. The post-holder will be required to undertake any other relevant duties as may arise from time to time.

This job description will be subject to review and amendment as the demands of the role and the organisation evolve.

4. Employee specification

Employee Specification

Date: 27 November 2015

Belfast Waterfront and Ulster Hall Limited

Post number: 1578

Job title: Managing Director

Grade: Circa £100k basic salary plus attractive package and bonus

Essential criteria

Applicants **must**:

1. have at least five years' relevant senior management experience of operating in a similar role and a proven track record of delivering on strategic objectives and targets for a large¹ conference venue. Previous experience as a Managing Director, Chief Executive or lead decision maker in a similar organisation is preferable.
2. This experience must include:
 - (i) the management of significant² budgets, including managing profit and loss accounts and meeting financial targets within a competitively commercial environment; and
 - (ii) leading, motivating and developing a large³ multi-disciplinary team to achieve commercial objectives.

¹ Belfast Waterfront Conference and Exhibition Centre will have conference facilities for 750 delegates. A '**large conference venue**' will therefore be defined as one accommodating at least 500 delegates.

² Belfast Waterfront Conference and Exhibition Centre will have an operating budget of approximately £7.5m per year. A '**significant budget**' will therefore be defined as managing a turnover budget of at least £5m or an operating budget of at least £5m per year.

³ Belfast Waterfront Conference and Exhibition Centre will have approximately 100 staff members (including full-time, part-time and casual workers) working in a number of disciplines. A '**large**' team will therefore be defined as at least 50 staff.

5. Special skills and attributes

Applicants will be required to demonstrate the following competencies throughout the selection and recruitment process:

Strategic leadership

Component factors:

- Strategic leadership and direction, developing and delivering policy , strategy and business plans
- Leading organisational change, overseeing transformation initiatives, and dealing with resistance
- Brokering collaborative relationships with a range of key stakeholders and managing complex partnerships to ensure the best use of resources
- Recognising issues of political sensitivity, retaining a high degree of probity and integrity, and reporting to Board members
- Improving communications
- Risk management
- Embracing diversity

Client and business orientation:

Component factors

- Understanding the challenges and needs of internal and external clients and the business environment (market, competitors, legislation, etc) and applying that knowledge to create business opportunities.
- Applying knowledge and understanding of the overall goals of the business in the context of the marketplace.
- Financial planning and budgetary control including identification of alternative funding Understanding the impact of costs and profitability; controlling, monitoring and managing costs.
- Devising plans for the most effective and efficient use of time and other resources (capital, people, assets) to achieve work-related goals. This involves planning, prioritising, co-ordinating and organising activities and required resources, and monitoring.

People management and personal impact

Component factors:

- Organisation of people to deliver outcomes with rigorous value for money
- Acquisition and development of best in market talent
- Leadership and motivation of people, including effective employee development, performance management, robust and fair resolution of underperformance issues and succession planning.
- Exceptional relationship building skills, inside and outside the organisation
- Ability to inspire trust and confidence
- Resilient and committed
- Excellent listening and communications skills
- Sound judgement in challenging situations, including political management.

Technical expertise:

Component factors

- Continuously developing technical knowledge and skills required in the effective and efficient management of entertainment and conference venues.
- Anticipating market trend developments and applying technical expertise in operational tasks, client issues, projects, development of new products and services and business opportunities
- Resolving problem situations and developing opportunities through appropriate techniques and innovative thinking, including investigation, diagnosis and the ability to devise creative practical solutions.

6. Selection Process

Application is by submission of CVs with supporting statements that clearly demonstrate how candidates meet the essential criteria, 1 and 2 (i) & (ii), as set out in the employee specification for the job.

Your CV with your supporting statement can be submitted online via www.michaelpage.co.uk/job-detail/managing-director/ref/13489199 or you can email it to derekmacfeate.47397.7383@pageuk.aplitrak.com

Closing date for receipt of completed applications is 12 noon on Wednesday, 6 January 2016. No late applications will be accepted.

The selection process will include:

- an initial paper-based short-list assessment of candidate applications against the criteria in the employee specification;
- a first stage competency-based interview for short-listed candidates;
- an assessment process e.g. psychometric, personality profiling, leadership style-type assessment process;
- a final stage interview with the Belfast City Council selection panel, including the Chair of Belfast Waterfront and Ulster Hall Limited, for candidates who make the final short-list.

Full details will be provided to all candidates in letter of invitation to each stage of the process. The outcome of each stage of the process will be communicated to each candidate individually and, where requested, feedback will be available.

Dates for the delivery of this assignment:

Advertising:	2 December 2015
Closing date:	12 noon Wednesday, 6 January 2016
Short-listing (first stage)	Tuesday 12 January 2016
Preliminary interviews:	w/c 18 January 2016
Short-listing (second stage)	Tuesday 26 January 2016
Assessment Process:	w/c 1 February 2016
Final stage interviews:	22 February 2016

Interview expenses

Reimbursement of interview expenses will be considered.

7. Terms and conditions of employment (to be signed by successful candidate)

Managing Director of Belfast Waterfront and Ulster Hall Ltd

1 Introduction

These Conditions of Employment explain the terms and conditions relative to your employment with the Belfast Waterfront and Ulster Hall.

2 Conditions of Employment

2.1 Type of employment

Your employment is considered to be full time. You shall not subordinate your duties as Managing Director to your private interests. You shall not engage in any activity which will conflict with the proper performance of your duties or with the interests of the Belfast Waterfront and Ulster Hall or Belfast City Council.

Your appointment is subject to satisfactory completion of a probationary period as outlined in 2.5.

2.2 Duties and responsibilities

Your duties and responsibilities are set out in your job description.

2.3 Remuneration

Basic salary will be circa £100 000 per annum, paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

In addition, a bonus payment may be made if the Belfast Waterfront and Ulster Hall is successful in exceeding its annual business targets. The awarding of this bonus is entirely at the discretion of the Belfast Waterfront and Ulster Hall Board. If such a payment is made it is purely discretionary and there is no contractual right to any future payments. You should note that the bonus will not be consolidated into your salary or used for any other pay calculation purposes.

2.3.1 Deductions

You agree that the Belfast Waterfront and Ulster Hall may deduct from any sums due to you under this agreement by way of remuneration or notice payments, any sums due by you to the Belfast Waterfront and Ulster Hall including, without limitation, any pension contributions, any overpayments, loans or advances made to you by the Belfast Waterfront and Ulster Hall, the cost of repairing any damage or loss to the Belfast Waterfront and Ulster Halls property caused by you and any losses suffered by the Belfast Waterfront and Ulster Hall as a result of any negligence or breach of duty by you.

2.4 Location

You will be based initially in the Ulster Hall, but required to work flexibly across the two venues to ensure the necessary high standards of service delivery are achieved. You will also be required to work in and visit other locations.

2.5 Probation

Your suitability to carry out the duties of the post will be assessed by the Board during the initial six months of your employment.

At the conclusion of the six months probationary period your appointment will be confirmed or terminated. Your appointment may be terminated by one week's notice at any time during the probationary period.

If the Board is not satisfied with your performance it may, at its discretion, extend your probationary period for a further six months.

2.6 Hours of work

Your hours of work are on average 37 per week. You will however be required, as necessary to attend evening meetings and work in excess of the normal hours in performance of the duties and responsibilities of the post. The nature of the post is such that considerable additional hours will be required. No additional remuneration will be paid in respect of such working.

In addition you will be required to devote your time solely to the work of the Belfast Waterfront and Ulster Hall and shall not engage in any other business or take up any other additional appointment without the express consent of the Board.

2.7 Annual leave

You are entitled to 236.8 hours (32 days) annual leave each year plus 88.8 hours (12 days) bank or other holidays. Leave entitlement will be increased by 22.2 hours (3 days) after five years' continuous service.

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

The Belfast Waterfront and Ulster Hall may require you to take annual leave on particular dates during any notice period or garden leave or based on business need. You will be given reasonable notice of any such requirement.

2.7.1 Carryover of leave

Up to one standard week's annual leave may be carried over to the following leave year. Carryover of leave cannot be accumulated.

2.7.2 Garden leave

The Belfast Waterfront and Ulster Hall is under no obligation to vest in or assign to you any powers or duties or to provide any work for you to do and at any time after you or the Belfast Waterfront and Ulster Hall has given notice to terminate your employment. The Belfast Waterfront and Ulster Hall may in its absolute discretion, for all or part of the notice period, require you not to perform any duties for the Belfast Waterfront and Ulster Hall or to perform reduced or alternative duties.

2.8 Superannuation

The Belfast Waterfront and Ulster Hall Ltd will be submitting an application to the Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) to become an admitted body of the Local Government Pension Scheme (Northern Ireland) LGPS (NI). If the application is successful you will automatically become a member of the LGPS (NI) in line with scheme regulations. The LGPS (NI) is administered by Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) (www.nilgosc.org.uk). If the company's application to become an admitted body of the LGPS (NI) is unsuccessful you will automatically become a member of an alternative workplace pension scheme, the details of which will be provided to you separately should this arise. You may opt out of the scheme to which you are automatically enrolled.

2.9 Sick Leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit 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. You 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

2.10 Belfast Waterfront and Ulster Hall Policies

You will be required to comply with all current and future Belfast Waterfront and Ulster Hall policies, procedures, guidelines, agreed working practices and any relevant collective agreements. A copy of the Disciplinary Procedure and Grievance Procedure will be issued to you at your induction.

2.11 Notice

Your appointment may be terminated by three calendar months' notice in writing, given by either party to the other; the notice in either case to terminate on the last day of the month.

2.12 Confidential Information

All aspects of the Belfast Waterfront and Ulster Hall's business and particularly where it concerns its clients are confidential. Details about the events being held at the Belfast Waterfront and Ulster Halls or events that may be held at the Belfast Waterfront and Ulster Halls are confidential. In addition information concerning budgets and finance are also considered confidential. Apart from that which is necessary to carry out your duties, you should not at any time during your period of employment with the Belfast Waterfront or Ulster Hall or thereafter reveal any confidential information to other parties. You must also ensure that confidential information, whether in written or other form is kept secure.

You should not communicate with the press, television or radio or any other media platforms including social media, regarding the council or the Belfast Waterfront and Ulster Hall or any client without first referring all such requests to the Board.

Breach of these provisions may result in disciplinary action being taken against you.

The Belfast Waterfront and Ulster Hall's policy on the use of email, internet and telecommunications will be available to you on commencement of your employment and you will comply with it, as it is amended from time to time, at all times.

2.12.1 Intellectual property

You agree to promptly disclose to the Board all work and all intellectual property arising from any work provided by you.

For the purposes of this Agreement:

Intellectual Property means copyright, rights in inventions, patents, know-how, trade secrets, trademarks and trade names, service marks, design rights, rights in get-up, database rights and rights in data, semiconductor chip topography rights, mask works, utility models, domain names and all similar rights and, in each case: (i) whether registered or not, (ii) including any applications to protect or register such rights, (iii) including all renewals and extensions of such rights or applications, (iv) whether vested, contingent or future and (v) wherever existing;

Work means any information, data, drawings, software or other materials or work created or provided by you (either alone or jointly with others) or arising from this agreement or any duties assigned to you by the Belfast Waterfront and Ulster Hall (whether or not during your normal working hours).

2.12.2 Company records and other property

You will not, during your employment, make, otherwise than for the benefit of the Belfast Waterfront and Ulster Hall, any notes, memoranda, records, tape recordings, computer programs, photographs, plans, drawings or any other form of record relating to any matter within the scope of the business of the Belfast Waterfront and Ulster Hall or concerning any of the dealings or affairs of the Belfast Waterfront and Ulster Hall.

You will, on request at any time and from time to time and, in any event, on termination of your employment, immediately deliver up to the Belfast Waterfront and Ulster Hall or its authorised representative all keys, passes, credit or charge cards, confidential information, and other documents, records, files, manuals, papers, computer disks, tapes or other software storage media and any other

property of whatsoever nature which may be in your possession or under your control and relates in any way to the business and affairs of or belongs to the Belfast Waterfront and Ulster Hall and you will not, without the written consent of the Board, retain any copies.

2.12.3 Data protection and freedom of information

The Belfast Waterfront and Ulster Hall may record, keep and hold personal data, including sensitive personal data, concerning you in its manual and computerised/automated filing systems. The Belfast Waterfront and Ulster Hall may process and disclose such data internally and, so far as is reasonably necessary, externally, for the purposes of complying with statutory requirements, pursuing the Belfast Waterfront and Ulster Halls legitimate interests, properly conducting its business, complying with the terms of this agreement and for all purposes in connection with the employment. Any such data will be processed in accordance with the data protection principles set out in the Data Protection Act 1998.

2.13 Security

2.13.1 Security vetting

The Belfast Waterfront and Ulster Hall reserves the right to vet you for security purposes. Failure to disclose relevant information or falsify information may be treated as misconduct and may result in disciplinary action being taken against you.

In addition, the Belfast Waterfront and Ulster Hall reserves the right to require you to be vetted for and accredited to a specific event. Staff who are not accredited to an event for security reasons may be refused entry to the building and sent home on full pay.

2.13.2 Search of property

The Belfast and Waterfront Hall may ask you to submit to a search of your person (outer wear only) and/or property while on its premises (and any vehicle used by you in the performance of your duties) if it has reasonable grounds for suspecting that you may have committed a criminal offence or any serious breach of contract and/or of its rules. All searches will be conducted with your consent and in the presence of at least one witness chosen by you and the Belfast Waterfront and Ulster Hall. Any refusal to give consent may, in appropriate circumstances, be treated as misconduct and may result in disciplinary action being taken against you.

The Belfast Waterfront and Ulster Hall reserves the right to search your work space without prior notice to you where it has reasonable grounds to suspect you have committed a criminal offence or a breach of contract or any of its rules.

2.13 Variation

The Belfast Waterfront and Ulster Hall reserves the right to make reasonable changes to any of your terms and conditions of employment. Changes to your terms and conditions will be notified to you in writing before the date upon which they come into force.

3. Agreement

The document attached to these Terms and Conditions will be signed by the successful candidate as an indication of his /her agreement and returned to the relevant person.

During the probationary period, the successful candidate will be provided with guidance regarding his / her responsibilities regarding the Belfast Waterfront and Ulster Hall policies. S/he will be expected to follow the procedures laid down and failure to do so may result in disciplinary action being taken against him / her.

I agree to abide by terms and conditions of employment as detailed in this contract.

Signed on behalf of the Belfast Waterfront and Ulster Hall