

# Job Information Pack



Lincolnshire County Council is an organisation that is ambitious, people focused and aiming for excellence.

Our vision is 'working for a better future' by

- Building on our strengths
- Protecting your lifestyle
- Ambitious for the future

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly.

If you require advice or assistance on completing your application form then please contact us on 01522 555441

# Job Information Pack

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Lincolnshire County Council is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Our recruitment process reflects this commitment and we practice Safer Recruitment for all posts which require an Enhanced DBS (formerly CRB) check.

The E-recruitment solution will automatically shut down the advertised job at 11.59pm on the date specified on the job advert. No late applications can be accepted once the closing date and time has passed.

## COMPLETING YOUR APPLICATION FORM

Your application form plays a key part in deciding whether or not you are invited to an interview. This guidance should help you to fill out the application form.

The shortlisting panel will decide who to interview based on the information provided on your application form. They will measure it against the job description and/or person specification(if one is included).

Remember:

- Read the job description - The job description outlines the purpose of the job, where the job fits into the organisation, the main duties and responsibilities of the job. It will help you to decide whether you want to apply for the job.
- Read the person specification (if one is included) - A person specification is a profile of the ideal applicant for the job. It describes the skills a candidate needs to be able to perform the job and is an extension of the job description. It will include things such as education, qualifications, training and personal attributes. Please note that vacancies may or may not have a Person Specification attached.
- Make sure the information you provide is clear, easily understood and appropriate to the job you are applying for.
- To ensure equal opportunities in recruitment, we request that all applicants complete the online application form. CV's are not acceptable, neither is an application form which refers to an enclosed CV.
- Before you complete the form, gather the things you will need, for example full and accurate details of your university courses and exam results (if appropriate), secondary education exam results, details of any work experience and employment you have had.
- Complete all parts of the application form. If you think some parts do not apply, write N/A (not applicable) in the spaces provided. Further guidance on each section is included below.

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## Right to work in the UK

Why are you being asked to bring evidence of your right to work to interview?

The illegal working provisions of the Immigration, Asylum and Nationality Act 2006 came into effect on 29 February 2008. It requires all employers in the UK to make basic document checks on every person they intend to employ. By checking and copying certain original documents belonging to the potential employee an employer can ensure a statutory defence against conviction from employing an illegal worker. If the successful candidate has a time limit on their stay in the UK, repeat checks will be carried out on their documents at least once a year to have a defence. Civil penalties of up to £10,000 per illegal worker have been introduced to encourage employers to comply with their legal obligations.

Under the Act we are required to check your eligibility to work in the UK before you start work. We are therefore asking all candidates to bring proof of their right to work to interview. If you are invited to interview, you will receive a letter detailing the list of documents you will need to produce. If you do not currently have the right to work, you can only apply for jobs where the Council can provide a certificate of sponsorship. This will be included in the job advert if it applies.

If you are successful at interview this documentation will be kept on your personal file. If you forget to bring this documentation you will be asked to bring the original before a job offer can be made.

## Redeployment

If an applicant is a Lincolnshire County Council employee and is at risk of redundancy or holds preferential status at the Council we advise that this section is completed fully to enable us to confer the entitlements for these status'.

## Personal details

Please complete this section fully. This is the information we use to contact you through the recruitment process.

Previous Local Government Service - For the purposes of entitlements regarding Annual Leave, the Occupational Sickness Scheme and the Occupational Maternity Scheme continuous service will include continuous previous service with any public authority to which the Redundancy Payments Modification Order (Local Government) 1983 (as amended) applies.

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If you are successful for this post, please bring to the attention of the appointing officer. If you are returning to local government service following a break for maternity reasons you will be entitled to have previous service taken into account in respect of the sickness and maternity schemes provided that the break in service does not exceed 8 years and no permanent full time employment has intervened.

Previous service may be taken into account for periods of notice, sickness payments and maternity schemes. For the purpose of the calculation of entitlement to annual leave the eight years' time limit does not apply provided that no permanent full time employment has intervened.

## Equal opportunities

Lincolnshire County Council is an organisation that is ambitious, people focused and aiming for excellence. We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We serve a diverse community and it is vital we understand and meet the needs of all groups in our communities. We are continually updating policies and systems to make diversity a natural part of everything we do. This will, in time, ensure every customer and every employee has equal access to services and jobs.

Getting the best staff is important to us. When applying for a job, we will make sure no-one, including employees, receives less favourable treatment on any grounds including:

- Age
- Disability
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Any other unjustifiable criteria or requirement
- We will do all we can to ensure you work in a safe environment. This includes protecting you from bullying, harassment and discrimination.

Equally, we will expect you to:

- act the same towards colleagues;
- follow set standards of behaviour;

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- demonstrate our values by being professional, respectful, resourceful and reflective.
- behave in a way which supports our anti-discrimination legislation or policies.
- Help us achieve our vision which is 'working for a better future' by building on our strengths, protecting your lifestyle and being ambitious for the future.

## Disabled Applicants

Lincolnshire County Council welcomes applications from disabled people, and has been awarded the Disability Confident symbol in recognition of our commitment as an employer in ensuring that disabled people are supported and treated fairly at every stage of their selection, employment and career development.

We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. If you have a disability and are applying for this job please tick the box on the application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you. For this purpose disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.



As a disability confident employer, we recognise the rights of disabled staff to be considered fully and fairly in all aspects of employment.

As a Disability Confident employer, we have committed to the following actions:

- Actively looking to attract and recruit disabled people
- Providing a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job
- Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job
- Making reasonable adjustments as required
- Promoting a culture of being Disability Confident
- Supporting employees to manage their disabilities or health conditions
- Ensuring there are no barriers to the development and progression of disabled staff
- Ensuring managers are aware of how they can support staff who are sick or absent from work

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- Valuing and listening to feedback from disabled staff

We hope that you find our recruitment process open, clear and easy to understand and that you submit a completed application.

## Mindful Employer



Lincolnshire County Council is signed up to the Mindful Employer Charter, a charter for employers who are positive about mental health issues amongst their employees. As an organisation we are committed to providing informative, non - judgmental and pro - active support to existing and new staff that may experience mental health issues.

In any Lincolnshire County Council recruitment or occupational health check, people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable Lincolnshire County Council to assess and provide the right level of support.

As an employer we aim to:

- Show a positive and enabling attitude to employees and job applicants with mental health issues. This will include positive statements in local recruitment literature.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and The Equality Act 2010, and given appropriate interview skills.
- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgemental and proactive support to individual staff who experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

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By signing up to the Mindful Employer Charter, as an employer we recognize that:

- People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others fear that stigma will jeopardise their chances of getting a job.

Given appropriate support, the vast majority of people who have experienced mental ill health continue to work successfully as do many with ongoing issues.

## Driving requirements

Some posts at the Council require the successful applicant to have a valid driving license as the post involve substantial travel.

## Personal Interests

- a. **Relationships to current staff or councillors** - We need to know if you are related to a Councillor or a senior employee of the Council. This is to make sure you are neither disadvantaged nor favoured in the recruitment process.
- b. **Conflict of Interest** - All candidates will be asked at interview if they have any outside business interests that may conflict with those of the Council's business. The following points will be considered:
  - Whether or not the private interests conflict with the Council's business.
  - Whether the successful candidate would be able to use their position/knowledge to confer advantage/disadvantage to their private interests/personal gain.
  - Whether the private interests, if known publicly, would undermine the trust, confidence and integrity in the Council.

If there is a potential conflict of interest, the appointing officer will advise the candidate that the application cannot be considered further whilst the conflict of interest remains. It will then be the choice of the candidate to either withdraw their application with the Council or to discontinue with the conflicting private business interests. The candidate may request some time out to make their decision.

- c. **Politically Restricted Posts** - If a post is advertised as politically restricted and you were the successful candidate the Council would be unable to offer you the position if you:
  - stand as a Councillor, MP or MEP;
  - hold office in a political party;

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- canvass at elections;
- publicly support a political party.

Further information on the Council's Politically Restricted Posts Policy can be viewed at <http://www.lincolnshire.gov.uk/prp>

## Professional Registrations

The job description will say if the job requires any particular professional registrations or memberships, for example HCPC registration for social workers. If the post you are applying for requires this we request that you complete this section. If you are invited to interview we will need to see evidence of this registration.

## Education, Training and Qualifications

Please list all relevant qualifications you hold. The job description will specify if the job requires any particular qualifications. If you are invited to interview we will need to see evidence of essential qualifications and professional memberships. There is no need to list qualifications you did not pass.

## Employment History

Current or Most Recent Employment - Please state your employer's name and address in full. List the key duties and responsibilities of the job but do not go into too much detail.

Previous Employment - Please account for all time since you left school, college or university. List your jobs, with the most recent first, stating the day, month and year. Include voluntary work, particularly if you have not been in paid work.

Safer Recruitment - (Posts which require an Enhanced DBS – formerly a CRB check). If you are applying for a post within the Council which may bring you into direct or indirect contact with vulnerable groups or children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

## References – All recruitments

**External Candidates** You must supply full contact details for a minimum of two referees. One referee must be your last employer however if you have never had an employer one referee must be a senior staff member from your last place of study. A referee must not be a relative or partner. If you cannot meet the criteria outlined above you can supply a character

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reference from a professional person. You will need to state the length of time you have known the referee. All references will be taken up once a conditional offer has been made. We recommend contacting your referees in advance to check they are willing to act as a referee for you.

**Internal Candidates** You require one referee who must be your current line manager.

**References – Safer Recruitment** (Posts which require an Enhanced DBS). In addition to the above requirements for references one of your referee's should be able to refer to your most recent work with children or vulnerable groups.

## Personal statement

Examine the skills and experience listed on the Job Description and/or Person Specification (If provided) and give evidence by providing relevant examples of your ability to meet these criteria. Include skills and experience you may have gained outside of paid work. Give adequate examples to meet the job requirements or we will be unable to shortlist you for interview over any other candidates who have given full and complete examples of how they meet the job requirement.

## Criminal convictions

Lincolnshire County Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups and expects all employees and volunteers to share this commitment. As part of this commitment anyone working in a post with children or vulnerable groups will be expected to undertake an Enhanced DBS check with/without barred list checks. Each job advert will clarify which checks are required. Posts involving work with vulnerable groups, including children, will require a Disclosure & Barring Service check and subscription to the DBS online service. The suitability of all prospective employees or volunteers will be assessed during the recruitment process in line with this commitment. Further information on the Council's DBS policy can be viewed by clicking [here](#).

For further information on the DBS online service please click on this link: <https://www.gov.uk/dbs-update-service>. Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice which can be viewed by clicking [here](#).

If the position you are applying for requires a DBS and you have lived, studied or worked overseas in the last five years for a period of three months or longer you will be required to obtain a Certificate of Good Repute (also referred to as a Statement of Good Conduct) from the national embassy of the country / countries you have resided in to verify that you did not

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receive any convictions whilst living there. The Council would only expect an applicant to arrange for a Certificate of Good Repute after an offer of employment is made. The cost of this would be met by the applicant.

## **Rehabilitation of Offenders and Self Disclosure**

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position you are applying for, the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act, you must give full details of everything on your criminal record. If this is the case it will be clearly indicated in the advert and job description. For further information please look at the Council's [Rehabilitation of Offenders and Self Disclosure Policy](#).

The criminal record information you are required to provide is not used for shortlisting purposes. However, if you are shortlisted for interview, your criminal record information will be discussed with you if the interview panel feel it is relevant to the job for which you are applying. If the position requires a Disclosure and Barring check then only the successful candidate will be required to complete a DBS Disclosure application form.

## **Declaration**

You will be asked to tick a declaration at the end of the application form which indicates that you have provided true and accurate information, grant the Council permission to process your information and undertake necessary pre-employment checks, and that satisfactory references, DBS, medical clearance, verification of qualifications and evidence of right to work in the UK are required before any final offer of employment can be made. If you are invited to interview you will be asked to sign the declaration as part of the interview process.

## **Recruitment Monitoring**

Lincolnshire County Council is committed to achieving fairness and equality in employment as outlined in the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including during the recruitment process.

Your information will be stored securely and confidentially and used only as described above. It will not form part of the recruitment process. By completing this section the Council will be able to review and monitor the effectiveness of the recruitment policy and procedure. We will use statistical data produced from this information to review whether or not our

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workforce is representative of the local population. This enables us to ensure that our recruitment procedures are fair and open to everyone regardless of their background and in turn develop future initiatives to prevent discrimination from occurring.

## **Medical Clearance**

All successful candidates are required to complete a pre-employment medical questionnaire and if the Council's Occupational Health provider considers it necessary, a medical examination before appointment may need to be undertaken.

## **CONDITIONS OF SERVICE (INCLUDING SALARY)**

These are in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (referred to as the Green Book), the local Collective Agreement on the Pay & Grading Review and Lincolnshire County Council's Local Scheme of conditions of service for Local Government Employees and any other arrangements which have been negotiated locally.

'Local Agreements are subject to review between the Council and its recognised trade unions'

### **Salary**

Increments are paid annually from 1 April subject to satisfactory performance, six months in the grade, reaching the maximum of the grade and any bar conditions in the grade.

Salary is payable on the 23rd of each month and employees of the Council are required to have their salary paid by bank credit into a bank, or similar, account. New employees must ensure that appropriate arrangements have been made prior to taking up their appointment.

### **Travelling to Work**

The Council is committed to minimising pollution and promoting sustainable travel. The Council encourages all employees to use sustainable modes of travel, rather than travelling alone by car, when commuting to work. Travel details for all modes can be found at [Travel Lincolnshire | Microsites](#). Successful candidates who do not have access to public transport or a vehicle can apply for a subsidised moped to access work, education or training at <http://www.access-your-future.com/>

The job description will confirm if the post holder will be required to travel to undertake the duties of the post. Mileage is payable in accordance with the Local Scheme. The Council

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has a scheme for contract hire and a contracted provider of daily rental vehicles. Further details are available on request.

If you are not a car user or are unable to drive as a result of a disability, consideration would be given, in consultation with you, whether alternative arrangements could be made to enable you to carry out the duties of the post.

The job advertisement and further details will state if relocation expenses are offered. Relocation expenses of up to a maximum of 25% of starting salary may be claimed by the successful candidate in appropriate cases. This may be reduced through the application of the scheme rules. The rate of reduction is dependent on individual circumstances. Further details are available on request.

## Pension

To comply with changes made to the Local Government Pension Scheme and Teachers Pension Scheme, eligible employees are automatically enrolled into the pension scheme that is relevant to the role. Successful candidates can choose to opt of the pension scheme once they have commenced employment or to purchase a personal pension. Further details will be supplied on appointment.

## Leave

The entitlement to annual leave varies in accordance with the level of the grade of the post:

	Less than 5 years Continuous Local Government Service	5 or more years Continuous Local Government Service
Grades 1 to 7 (Spinal Column points 1 – 21)	24	29
Grades 8 to 16 (Spinal Column points 22 – 48)	27	32
Executive Directors	30	35
Chief Executive	33	38

Pro rata leave is also given on nationally declared Bank Holidays subject to the needs of the service.

## Probation

All new employees to Lincolnshire County Council are subject to a six months probationary period before an appointment is confirmed. This may be ended earlier or extended following discussions with the manager and employee concerned.

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## Period of Notice to Terminate Employment

Notice given by either an employee or the Council to terminate employment will be as follows, unless this is during the probationary period when notice is 1 month, or there is a separate provision in an employee's terms and conditions document:

Employees paid on Grades 1 to 8 - not less than 1 calendar month

Employees paid on Grades 9 to 12 - not less than 2 calendar months

Employees paid on Grades 13 and above – not less than 3 calendar months

The minimum statutory provisions will always be applied.

## Smoking

The Council operates a no smoking policy.

## Employment Policies

LCC employment policies are available to view at

[www.lincolnshire.gov.uk/jobs/manuals/employment-manual/](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/)

## BENEFITS OF WORKING WITH LINCOLNSHIRE COUNTY COUNCIL

In choosing to work for Lincolnshire County Council you will join an organisation striving to provide employees with a positive employment experience. We offer a comprehensive benefits package, regular employee supervision, strong and supportive leadership, open communication and a commitment to employee professional development.

Our comprehensive benefits package includes:

### Pay and benefits:

- A minimum of 24 days annual leave
- 8 days paid Bank Holidays
- Childcare Voucher Scheme
- Travel and subsistence allowance
- Lease car facilities – if applicable
- Car Sharing Scheme
- Cycle to Work Scheme
- Relocation scheme – if applicable

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- The payment of one professional fee – if applicable
- Career Average Pension Scheme
- Employee counselling and support
- Occupational Health Services
- Free Health Promotion Events
- Discounted schemes e.g. gym membership, private medical cover and insurance schemes.

## **Family friendly employment policies:**

- Special and family leave provisions
- An employment break scheme
- A range of work / life balance policies including flexible working, job share, term time and part year working

## **Education and Personal development:**

- An induction programme and annual appraisal
- A variety of in-house and external training courses
- Access to formal qualifications
- A commitment to Continuous Personal Development
- Formal links with Lincoln College and the Universities of Lincoln, Nottingham Trent and Sheffield Hallam

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## RECRUITMENT FAQ's

### **Do I have to apply online?**

Yes. The Council only accepts applications received via the recruitment website.

### **Can I apply for a job on the closing date?**

The E-recruitment solution will automatically shut down the advertised job at 11.59pm on the date specified on the job advert. No late applications can be accepted once the closing date and time has passed.

### **What happens to my application form after the closing date?**

All the application forms are reviewed by the appointing manager who will shortlist, using the job description and/or person specification to select who to invite for interview.

### **If I cannot attend an interview or wish to rearrange the time or date, who should I contact?**

If you need to rearrange the time or date, then you should use the contact details from the email which was sent to invite you to attend the interview.

### **How do I know if I need a Disclosure & Barring Service (DBS) check?**

It will state in the advert and job description if the post requires a DBS check. This will also be confirmed at interview.

### **If I am successful, when will I be able to start work?**

Your new manager will contact you to arrange a mutually convenient start date. This will depend on when the current post holder is leaving and when you are available to start work.

### **If I am not selected for interview, can I get feedback?**

If you contact the recruiting manager they may be able to provide feedback. However where a large number of applications have been received this will not be possible.

### **If I am not offered the job after interview, can I get feedback?**

If you contact the recruiting manager they may be able to provide feedback.