



**Inclusive**  
**Ambitious**  
**Always learning**



## Candidate pack

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# Applying for this Vacancy

**Please read the information in this document before you complete your application form. It is intended to support your decision in applying at Bracknell Forest Council.**

When filling out our online application form, you will need to make clear:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

## Problems?



For application queries contact the Bracknell Forest Council HR Support Hub:  
[Recruitment@bracknell-forest.gov.uk](mailto:Recruitment@bracknell-forest.gov.uk)



For technical application issues contact the Jobs Go Public support team:  
[support@jobsgopublic.com](mailto:support@jobsgopublic.com)



0207 427 8250

**Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.**





# Welcome from the Assistant Director: Adult Social Care

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Dear Candidate,

Thank you for your interest in this Occupational Therapist role.

This is an exciting opportunity to join our dynamic team, here at Bracknell Forest. This role sits within the People directorate where there are six key departments: Adult Social Care, Children's Social Care, Commissioning, Early Help & Communities, Education & Learning and Public Health.

Our vision is to provide the best possible opportunities for the people in our community. We work in close partnership with local organisations such as in health and housing, with a strong focus on prevention and proactivity. Our ambition is for everyone to be able to access the right opportunities that they need to thrive. With real outcomes for real people at the heart of every service we provide, our goal is to keep more families safely together and, by providing the right support at the right time, enable people to live as independently and well as possible, for as long as possible.

In the same way that our community is diverse, we seek to be inclusive in our own teams.

Our employees are motivated to have an impact on the community, and we look for individuals who are proactive in developing and improving our practices. We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience and drive to help us achieve our vision.

If this sounds like the sort of organisation you'd like to work with, then we would love to hear from you. I hope that the information in this application pack will be useful in supporting your application with Bracknell Forest Council.



Melanie O'Rourke

Assistant Director:  
Adult Social Care



# About Bracknell Forest Council

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Bracknell Forest Council is proud to be an award-winning and forward-thinking organisation that knows what it's doing and where it's going. In 2018 we scooped the prestigious 'Council of the Year' title in the iESE awards. We are the first post-war new town to be comprehensively master planned, demolished, reconfigured, and rebuilt. The town's regeneration saw the successful launch of The Lexicon in 2017; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

A career with us means having everything you need to build on your existing skills and to work with the Executive team to build better relationships and communities. This is your chance to make a lasting impact.

Bracknell Forest is located in East Berkshire. It is conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30-minute drive. Bracknell benefits from a regular rail service from Reading to London Waterloo.

## The Role

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Our Occupational Therapists work as part of the Adult Community Team within our People directorate.

As an OT at Bracknell Forest, you will be part of our multi-disciplinary intermediate care team which is made up of; support workers, Senior support workers, support coordinators, social workers, OTs, physiotherapists and managers who between them support between 30 and 40 adults to achieve maximum independence.

You will be working in an environment which encourages independent working and promotes the development of relationships with our colleagues in the NHS and health services.

You will be part of our multi-disciplinary Intermediate Care Team, which is an integrated local authority/NHS service, providing reablement to maximise independence, support people to remain in their own communities, facilitate timely discharge from hospital, avoid unnecessary hospital admission and to enable people to stay at home at the end of their lives.

Our OTs are encouraged to maintain and enhance their own CPD, we will support you to achieve this through regular supervision and opportunities for development and training.



## Meet our Occupational Therapy Team



Eleanor Mulhern  
Assistant Community  
Service  
Manager

Hi. I'm Eleanor Mulhern and I am the Assistant Community Services Manager for the Enhanced Intermediate Care Team at Bracknell Forest.

I have been with Bracknell for 7 years, originally joining as a Senior OT before being promoted to my current position. I lead the team you will be working with and having that therapy background myself means I understand the work that the team do, the satisfaction it can bring and the challenges that can be faced.

The great thing about working at Bracknell is the support – everyone that starts with us comments on how supportive the team are – we look after each other and that team spirit helps us get through the tough times and adds to the good times. People tend to stay here – having come back to Bracknell after around 10 years, I was amazed at the number of staff that were still here, but in different roles – Bracknell support people to progress in their careers and take on new roles and challenges. I look forward to meeting you.



Emma Marlow  
Occupational Therapist

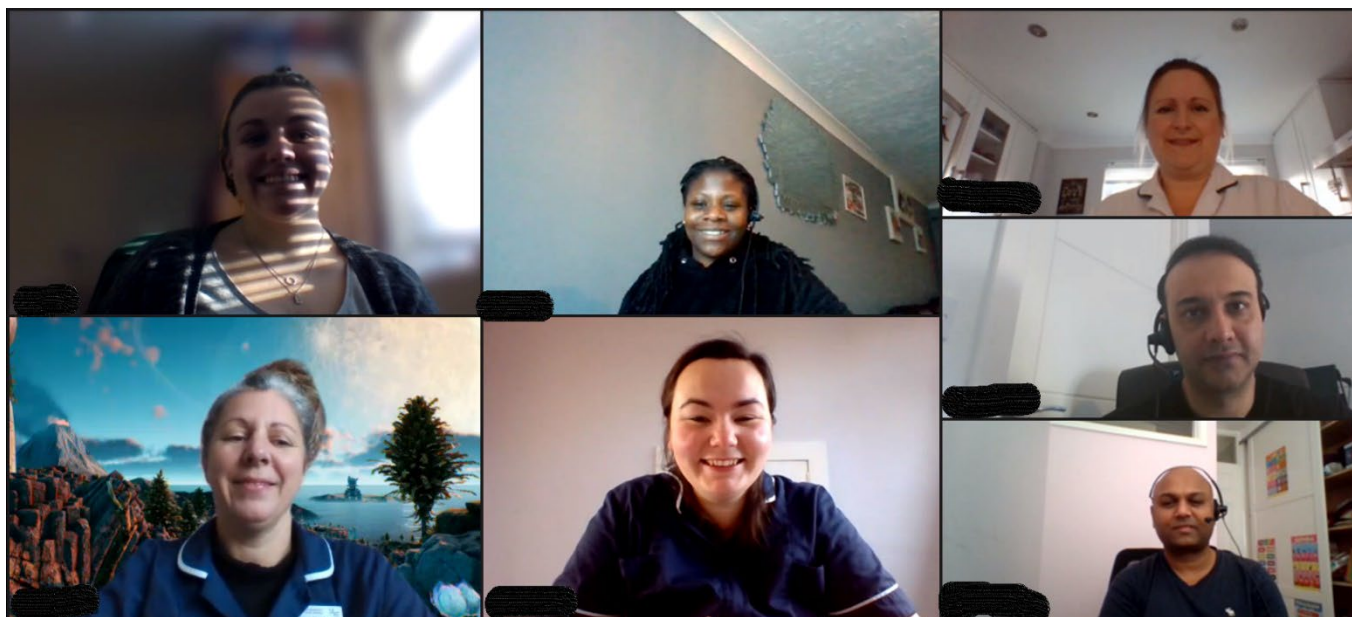
Emma joined our team in September 2020, as an Occupational Therapist. In her own words, this is Emma's story of her day in her life at Bracknell Forest:

“Even during the current circumstances, our team is always in close communication. Every morning we start with a team huddle. This is where team capacity is discussed, new allocations are given out, and if anyone has any questions or needs support, it can be brought up during the meeting. I find these virtual huddles really beneficial; it gives everyone a chance to catch up and touch base with the team before we start the day. It makes a huge difference when working virtually, you feel supported as you know there will always be someone there to ask a question!

Following this meeting, I will carry out my home visits for the day. Visits can include a variety of different things, whether that be supporting a hospital discharge, completing a manual handling risk assessment, supporting with an admission avoidance, or completing an initial assessment for someone starting with our intermediate care service. Working with a multi-disciplinary team of nurses, physiotherapists and support workers is incredibly helpful, and even in current circumstances we can complete joint visits to ensure we are providing holistic and thorough assessments, so individuals are receiving the best care. Working in this way is a great learning experience and has allowed me to expand my knowledge and confidence massively.”



Some of the Team:



## What the people we support Say About Us .....

Feedback from a Family Member:

I have never had to engage with these services before and was dubious and unsure what to expect but I can honestly say my expectations were exceeded. All the staff involved went beyond their call of duty and were informative, supportive, professional and personable, and made my mother and myself feel safe and secure in her final weeks. Even, what could be considered the final link, OT and the equipment provider. In particular the OTs that I met were courteous and tried everything to find solutions to some minor problems. This was not easy as we live in a park home and the rooms are very small but try they did.

In summary, please thank all the team for their outstanding work.

Feedback from a service user:

Everyone who came through the door had a real positive attitude, I could see the smile in their eyes, despite wearing the masks and they passed their positivity onto us. Everyone was marvellous. Thank you so much for all that everyone in the team did for us.

Feedback from a service user:

I would like to say thank you to you and your team for looking after me so well - every one of them has been so kind and so helpful - have a biscuit with your teas.

Feedback from a Care Manager:

I wanted to pass on some feedback from PW. She informed me that her ICS service has been supportive in getting her back onto her feet again and advised that she didn't know how she would have managed without it. She reported that all support workers were friendly and helpful and couldn't thank us enough for the service. This is high praise for an individual who needed support to engage initially. Thanks for all your hard work!

# About Bracknell Forest Council

Bracknell Forest Council is proud to be an award-winning and forward thinking organisation that knows what it's doing and where it's going. We positively celebrate Diversity & Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

The Bracknell town centre regeneration in 2017 saw the successful launch of The Lexicon; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

## Location

The Bracknell Forest council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our offices are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances.

## Values and Behaviours

Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.

We make our values real by demonstrating them in how we behave every day.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!

Being Bracknell Forest.



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**Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities. We enable our people to be part of our journey by giving them fantastic opportunities for growth, a strong sense of ownership and a huge scope for impact.**



## Benefits

We want to offer staff the most competitive benefits for working with us. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a newly regenerated town centre however all staff can make the most of the following:



Buying and selling  
annual leave



Travel Benefits



Shopping Vouchers



Dental Plan

...and many more!

## Annual Leave

The annual holiday entitlement for this role is 27 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (5 additional days after 3 years continuous Local Government service).

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro rata for part time staff.

## Workstyle

Your work style is Flexible, which means you can work away from your designated office space (either another office location, at home, or in the field) for, on average, up to 80% of your normal working week.

The extent, timing and location of remote working will be by agreement with your manager.

## Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all our employees to take up the wide variety of learning and development available on-line. There are a wide range of on-line learning opportunities available for new equipment as well as legal updates such as; the Care Act, Mental Capacity Act. Quarterly CPD sessions are carried out with all the Occupational Therapists working at Bracknell Forest as well as annual manual handling updates.



We have a blended approach to learning which can include face to face, masterclasses, eLearning, and other interventions. Our formal appraisal process assists us in identifying skills gaps and areas for personal development as well as to highlight key focus areas going forward.

## Parking

As a required car user you will be entitled to onsite free parking.

## Car Allowance

You are designated as an Essential Car User. Current Essential Car User rates are as follows: Per mile Lump sum per annum: £963 First 8,500 business miles: 40.9p After 8,500 business miles: 14.4p Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/Council operated centres). Entitlement will be periodically reviewed.

## Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £21,001 to £34,000pa contributes at 6.5%.



# More about Applying

## References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community i.e. a teacher, vicar etc.

## Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure & Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

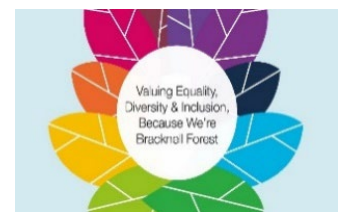
Successful completion of probation will be dependent on attendance at the Council's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection

As part of the Council's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

## Working in the UK

You must be entitled to work in the UK before you can start work with us.

[Check your eligibility to work in the UK](#)



## Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

We aim to ensure that individuals are recruited, selected, trained and promoted based on ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.



All staff should always hold a duty and commitment to observing the Council's Equality & Diversity and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

## Medical Questionnaire

You will be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

## Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

This position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/ adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit <https://www.bracknell-forest.gov.uk/jobs/applying-job/applications-work-children-young-people-or-adults-risk>

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. Find out more about the LSCB at <https://www.bracknell-forest.gov.uk/health-and-social-care/keeping-adults-and-children-safe/protecting-children/safeguarding-children-board>

## Our commitment to those with a disability



We are signed up and committed to the Disability Confident scheme. We make sure that we will not treat a disabled person any less favourably because of their disability and will offer an interview to anyone with a disability who meets the essential criteria on the person specification. We are committed to making sure that disabled people and those with long term health conditions have the opportunities to fulfil their potential and realise their aspirations.

If you are successful with your application, we will do our best to look at what reasonable changes or adjustments we can make to our working practices and workplace to overcome any effects of your disability.



# What happens to the information you give us?

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If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable timeframe.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes

## What happens next?

Once you have submitted your application to us it will go through a number of stages.

[View our recruitment process online](#)