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Bracknell Forest Council

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 Recruitment Team: Recruitment@bracknell-forest.gov.uk or 01344 352080
- For technical application issues contact the Jobs Go Public support team: support@jobsgopublic.com

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



Director's Welcome

Dear Candidate

Thank you for your interest in our position. This is an exciting opportunity for our team to grow and we hope that you will consider joining Bracknell Forest Council and see this as a good and positive choice for your career.

The Delivery Directorate covers a broad portfolio of services, which have at their heart, a real impact on our customers, be those internal or external; what we do can make a real difference.

Our Directorate's role is about making things happen, through a range of customer focused divisions, comprising of:

• Customer Experience (corporate customer care, Libraries, Digital Services, IT)

• Contract Services (Waste, Street Cleansing, Grounds Maintenance, Public Protection, Emergency Planning, Parking Management & Enforcement, Cremation & Burial Services and Leisure)

• Property Services (Construction & Maintenance, Capital Projects, Asset management, Acquisitions & Disposals, Commercial Landlord, Corporate Health and Safety, Facilities Management)

• Democratic and Registration Services (Member Services, Democratic Services, Scrutiny Services, Civil Registration and Electoral Services) and

• Legal Services (including Borough Solicitor, the Monitoring Officer and the Data Protection Officer).

At Bracknell Forest Council we're always looking for better ways of doing things and how we can we make the most of our resources. Creating a better environment for our residents and creating a better environment for our customers and employees. These are just some of the things you could be looking at when you join us. You're going to have a big impact on what we do, so you'll be trusted to take ownership of your work.

In the same way that our community is diverse, we seek to be inclusive in our own teams, building a community that mirrors the communities that we serve. As the Executive Director, I am looking for people to join us, who can continue the Council's journey of innovation and bold changes; to improve what needs improving, in a way that respects our culture and our values. Our employees are motivated to have an impact on the community, and we look for individuals who are able to make this real for Bracknell Forest.

We believe our staff are our greatest asset and are seeking talented and dynamic individuals with the experience, passion and customer focus to help us achieve our vision.

I hope that the information in this application pack will be useful in supporting your application.



Kevin Gibbs

Executive Director: Delivery

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

All of The Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square 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. Please check the advert if the post you are applying for is not based at the main offices at Time Square.

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.

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.



Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Unless you are eligible for TOIL, our flexible working scheme will give you some flexibility in your working day. There are always personal occasions that arise that you don't want to miss, so using the flexitime system, you can take time off without using your annual leave. You will be able take up to one full day or two half days off each month if you have worked beyond your contract hours.

Naturally we always need to maintain adequate cover - so you'll need to check the situation with your manager.

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



Shopping Vouchers



Dental Plan



Travel Benefits



Leisure Membership



...and more!



Annual Leave

Basic annual leave entitlement is either 25 or 28 days per annum, and increases after 3 years continuous local government service by either 3 or 5 days (dependent upon grade).

Annual leave for part-time workers is adjusted pro-rata and calculated in hours.

Buying & Selling Annual Leave

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.

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%.

Car Parking

If you are an essential car user you will be entitled to free parking. Please see Job Description for confirmation.

If a casual car user, currently you will also be able to park for free at the designated car parks.

Car Allowance

➢ Essential Car Allowance

If the post is designated as an Essential Car User (please see Job Description for confirmation), 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.

➢ Casual Car Allowance

If the post carries a Casual Car User Allowance. Business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.



Pre-employment checks

Working in the UK

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

You can check your eligibility to work in the UK:
https://www.gov.uk/check-uk-visa

References

Please give the names and addresses of two people who will provide a reference: one from your current/ most current employer or if currently in full-time education, references will be accepted from school/ colleges. The second reference must be from your employment prior to your current/most current employment.

The referees' details supplied should be your line manager/HR or someone in a more senior role. We are unable to accept references from relatives or people writing solely in the capacity of friends or colleagues. Please provide the referees' work email addresses rather than personal email and ensure they are still employed by the company at the time of completing the reference.

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.

DBS (Disclosure and Barring Service) Check

If your role is not eligible for an Enhanced DBS check the following applies:

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

If your role is eligible for an Enhanced DBS check, the following will apply:

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.

The 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/childrens-social-care-jobs

https://www.bracknell-forest.gov.uk/jobs/jobs-adult-social-care

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



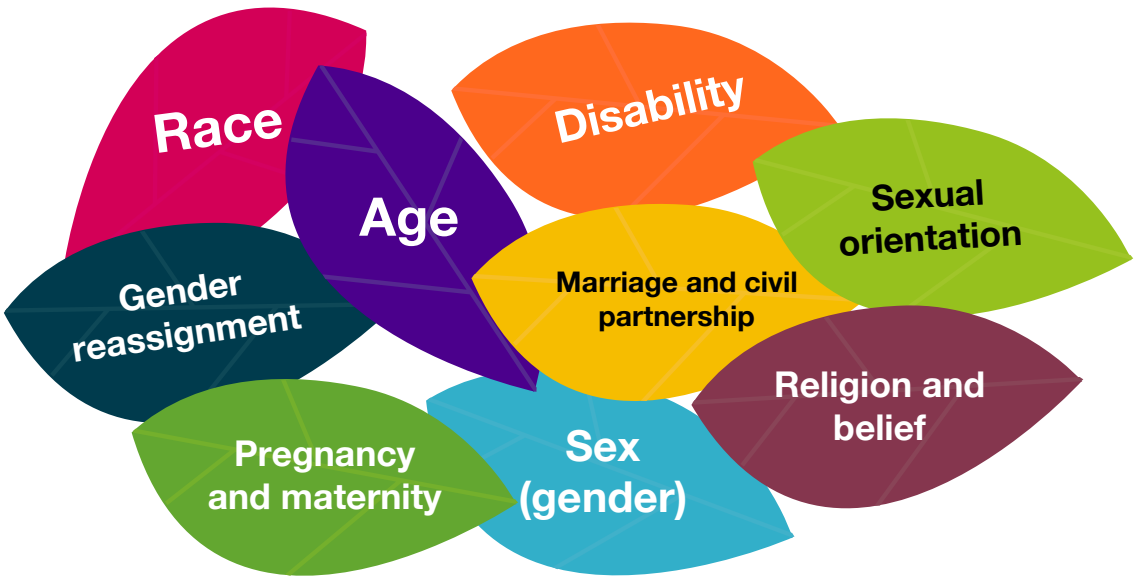
Equality, Diversity & Inclusion

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 on the basis of 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.





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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 completion of the Council's mandatory courses which include Equality & Diversity, Health & Safety and GDPR.

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.

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

What happens next?

Once you have submitted your application to us it will go through a number of stages. View our recruitment process online.

If you would like to be kept informed about the latest job opportunities at Bracknell Forest Council you can sign up to our jobs newsletter by clicking here.

What happens to the information you give us?

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

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 your application 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.

