



Inclusive
Ambitious
Always learning



Candidate Pack

Director's Welcome
About The Local Authority
The Role
Job Description and Person Specification
Flexible Working & Benefits
Equality, Diversity & Inclusion
How to Apply



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.





Executive Director's Welcome

Dear Candidate

Thank you for your interest in the post of Director of Public Health for Bracknell Forest.

This is an exciting opportunity to work for a council with a relatively new Chief Executive and administration which together are bringing fresh perspectives, ideas and a determination to push public health to the forefront of our agenda. Our vision is to create a visible public health presence at the top of our organisation, influencing activity across the Council to improve the health and wellbeing of our residents.

We are core members of the Frimley Integrated Care System and are looking for a Director of Public Health who can be a credible system leader, driving engagement and system performance for health and wellbeing.

Last year we commissioned the LGA to help us with our ambition to strengthen our public health system across Berkshire. This new role is one product of the review, intended to amplify our public health work locally, with a desire to increase senior capacity and embed public health at the heart of everything we do across our wider system as well as in Bracknell forest's individual places and communities.

The Director will manage the public health team in Bracknell Forest whilst working collaboratively across East Berkshire when it is beneficial to do so.

We are looking for an exceptional talent, who is both an inspiring leader and able to galvanise a reset for public health within Bracknell Forest. It goes without saying that you will have a high level of expertise and the ability to convey this knowledge meaningfully within our system and beyond. We are looking for someone who can work with us to improve long-term health and wellbeing keeping people well for longer and reducing inequalities within our population.

In the same way that our community is diverse, we seek to be inclusive in building our own teams. Our employees are commercially minded and motivated to have a positive impact on the community and we look for individuals who are proactive in developing and improving our practices. We know our staff are our greatest asset and are seeking talented and innovative individuals with the experience and drive to help us achieve our vision.

If before applying you would like to learn more about the Council please do email us with any questions. Please get in touch with my colleague Elisa Harris elisa.harris@bracknell-forest.gov.uk



Andrew Hunter

Executive Director: Place

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. We have recently approved an ambitious Health and Wellbeing Strategy which you will be instrumental in delivering for our local populations [Bracknell Forest Health and Wellbeing Strategy \(bracknell-forest.gov.uk\)](https://bracknell-forest.gov.uk/health-and-wellbeing-strategy).

Location

The Director of Public Health will work out of our main office at Time Square, Market Street, Bracknell. We work flexibly and Bracknell Forest offers a range of flexible working initiatives to suit employee circumstances.

Transport links are excellent and Bracknell benefits from a regular rail service from Reading to London Waterloo. Time Square is less than 5 minutes walk from both the bus and train stations and there is also ample parking close to the office and excellent off road cycle routes across Bracknell Forest. The M3, M4, M25 and Heathrow are all within a 30 minute drive.

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.

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.



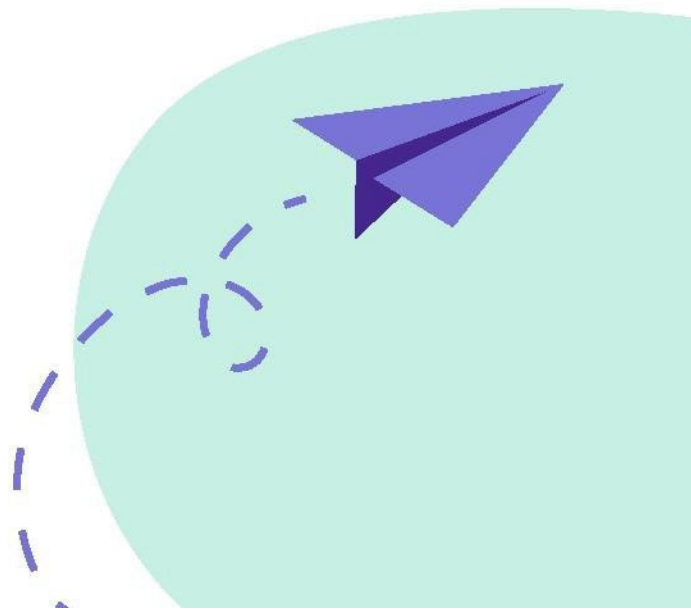
The Role

Public Health East Berkshire

Since 2013 there have been hub and spoke models for public health operating in Berkshire. Last year we asked the LGA to have a good look at our system and advise us on how to improve our impact. Their review recommended a reset of the public health function, strengthening the senior public health voice in the councils to enhance a health in all policies approach. This has led to the development of this new post and an ambition to embed functions within the public health team at Bracknell Forest.

We are part of the Berkshire local authority family and the Thames Valley LRF. We partner particularly closely with the Royal Borough of Windsor and Maidenhead, Slough Borough Council and the Frimley ICB.

The DPH will have access to the Chief Executives and Members and lead resource and priority decisions health programmes, including those funded from the public health grant.

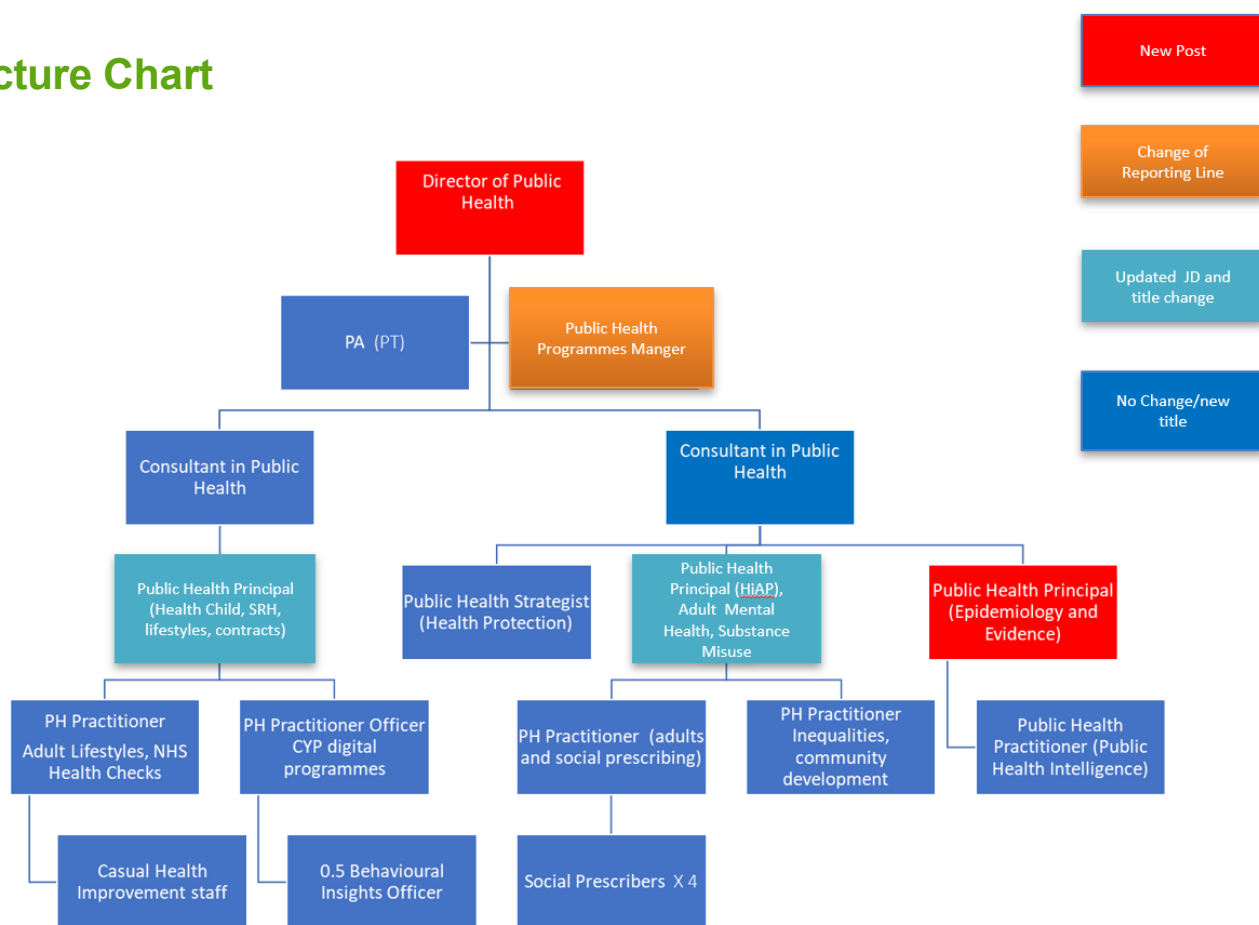




Overall Reporting Structure

The reporting structure for the Director of Public Health - BFC team is shown below. The postholder will be reporting into the Executive Director: Place.

Structure Chart





JOB DESCRIPTION

Job Title:	Director of Public Health Bracknell Forest		
Directorate:	Place	Salary:	Up to £122,000
Section:	Public Health	Grade:	Senior Salary Grade 5
Location:	Time Square, Bracknell	Work Style:	Flexible

Key Objectives of the role

- To be the system leader for improving the health and wellbeing of Bracknell Forest residents, reducing inequalities in health outcomes and protecting local communities from public health hazards.
- To be the statutory chief officer of the authority and the principal adviser on all population health matters to elected members, officers and partners, with a leadership role spanning health improvement, health protection and healthcare public health.
- To be a visible system leader in health and wellbeing partnership arrangements.

Designation of post and position within departmental structure

The Director of Public Health will be professionally accountable to the Council (and Secretary of State for Health through OHID) and managerially accountable to the Chief Executive via the Director of Place, Planning & Regeneration. An initial job plan will be agreed with the successful candidate and reviewed annually.

The Director of Public Health will:

1. Represent the Council on all Population Health Matters
2. Manage circa 20 staff
3. Manage budgets up to £5 million
4. Manage and participate in on-call arrangements for communicable disease control/health protection as appropriate
5. Ensure appropriate management and support for Specialty Registrars (in Public Health)

Daily and monthly responsibilities

Role overview

The Director of Public Health is the system leader for improving the health and wellbeing of residents, reducing inequalities in health outcomes and protecting local communities from public health hazards (infectious diseases and environmental threats). As such, the Director of Public Health is a statutory chief officer of the authority and the principal adviser on all population health matters to elected members, officers and partners, with a leadership role spanning health improvement, health protection and healthcare public health. Section 73A(1) of the NHS Act 2006, inserted by section 30 of the Health and Social Care Act 2012, gives the Director of Public Health responsibility for:

- all of their local authority's duties to improve public health
- any of the Secretary of State's public health protection or health improvement
- functions that they delegate to local authorities, either by arrangement or under regulations - these include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act
- exercising their local authority's functions in planning for, and responding to, emergencies that present a risk to public health.
- their local authority's role in co-operating with the police, the probation service and the prison service to assess the risks posed by violent or sexual offenders
- such other public health functions as the Secretary of State specifies in regulations
- producing an independent annual report on the health of local communities

To deliver their responsibilities on behalf of the residents Bracknell Forest the DPH will need to be a visible system leader in the health and wellbeing arrangements. The DPH will be expected to use all the resources at their disposal to ensure that the local public health system is able to tackle the full range of determinants of health affecting communities to improve population and planetary health. Working with local communities, to inspire innovative solutions that support improvements in health and wellbeing and reduction in health inequalities whilst at the same time maintaining the confidence of Councillors and government.

On behalf of Bracknell Forest Council, the post holder will:

- Support the Chief Executive and Councillors in developing and delivering the Councils' strategic Plans.
- Be the chief officer and principal adviser on public health to the Councils, local communities and local partners.
- Operate strategically as a regular member of the Corporate Management Team in Bracknell Forest Council, influencing policy and practice across the organisations.
- Lead on improving the health and wellbeing of residents in line with the Council's vision, goals and objectives, which are underpinned by the statutory duty placed on local government.
- To commission, and or deliver services which are effective, value for money and meet quality standards.
- To act as a leader across the local system of public services, influencing change and enabling a culture of continuous improvement in health and wellbeing, innovation and evaluation.

- Utilise the public health resources imaginatively and cost effectively across all domains of public health and the Councils in order to improve health and wellbeing of local communities and reduce inequalities in health outcomes.
- Be accountable for both the shaping and delivery of the Health and Wellbeing agenda taking account of the national agenda and benchmarking (using the national outcomes frameworks; public health, NHS and social care).
- Deliver an independent annual report on the health and wellbeing of local communities for publication by the Council, to stimulate debate and/or action by the Council and partners.
- Work closely with the Directors of Public Health across Berkshire, Hampshire and Surrey and the network of Consultants in Public Health in the other Berkshire unitary authorities delivering programmes across broader geographies where appropriate.
- Lead and ensure the development and management of effective and mutually influential relationships with patients, service users, voluntary, community and faith organisations, communities public, media and other key influencers; ensuring their views are represented and appropriately considered in decision-making processes.
- Carry out other responsibilities as agreed by the Council, commensurate with the grade of the post and deputise for other Directors and the Chief Executive when required.

Scope of role

- The fundamental purpose of the postholder is to provide the leadership to drive improvements in the health and wellbeing of the residents of Bracknell Forest Council to reduce inequalities in health outcomes and, working in collaboration with UKHSA, to protect local communities from threats to their health through infectious diseases, environmental and other public health hazards. In delivering the key responsibilities described below, the DPH is expected to demonstrate a high level of expertise in the Faculty of Public Health Competencies.
- To deliver a programme of work to improve the health and care of residents of the local authority.
- To work closely with political leaders to ensure that programmes and options and decisions are well informed and are appropriately evidence and data driven as well as clinically and politically led.
- Collaboratively developing and embedding effective working arrangements with the political leadership of the Council including but not limited to the effective operation of the Health and Wellbeing Board.
- Exercise the statutory responsibilities including the delivery of the mandated services.
- Ensure as a core member of the Health and Wellbeing Board and in partnership with Council teams, partners and the public, that plans are developed to enable local communities to become healthy, sustainable and cohesive.
- To drive and embed the shift to health and wellbeing outcomes across the Council; and the movement to a place based, preventative, strategic, outcomes based and asset/strength-based approach; supporting the achievement of local objectives and meeting external standards and requirements.
- Delivery of a system to support surveillance, monitoring and evaluation of health and wellbeing and inequalities in health outcomes of local communities (including an easily accessible Joint

Strategic Needs Assessment System)

- Ensure all activity undertaken by the Councils takes account of both, the need to reduce inequalities as well as the requirements of the Equality and Diversity Act.
- To ensure scientific principles are applied to assessing need, exploring interventions, and assessing progress of the Councils' strategic agendas.
- Ensure a programme of action to impact on the wider determinants of health that will promote improvements in health and wellbeing of local communities and reduction in health inequalities.
- Provide assurance that the health protection system for local communities is fit for purpose.
- To work closely with the Executive Director responsible for people (children, vulnerable communities and older people) to ensure to develop, implement and maintain a "fit for purpose" integrated strategy which meets the needs of local communities and is cogent with the national approach.
- Collaborate across organisational boundaries to ensure communities benefit from population health and care programmes.
- To take responsibility for a range of public health issues and work across organisational and professional boundaries acting as a change agent managing complexity to deliver improvements in health and wellbeing outcomes.
- To advise Elected Members and Directors in respect of Health and Wellbeing and Integration and engage with partners in the promotion, communication and delivery of services.

Public Health Specific Accountabilities

- To be an advocate for improving health and wellbeing and reducing health inequalities.
- To advise Bracknell Forest Council on statutory and professional public health obligations.
- To take responsibility for the design and delivery of Council public health services, with professional responsibility and accountability for these services' effectiveness, availability and value for money.
- Work with UKHSA and NHS England to ensure local communities are protected from infectious disease threats (including food and water borne disease, pandemics, etc) and environmental hazards.
- Ensure the development and delivery of a credible plan to improve health and wellbeing of local communities and reduce health inequalities.
- Ensure that the Council has implemented its EPRR responsibilities and through Co-chairing of the Local Health resilience Forum, that partner organisations (UKHSA, NHS England and the ICSs) have delivered their EPRR responsibilities.
- Work in partnership with the ICS and Executive Director People to implement a Population Health approach to health and care services.
- Provide public health advice (the core offer) to the ICS supporting the commissioning of appropriate, effective and equitable health services.
- To influence and provide expert public health support and whole system leadership to ensure an evidence-based approach within and across a range of organisations including voluntary, public and private sector.
- Support the Health and Wellbeing Board to deliver its statutory duty to promote integration for

the benefit of local communities.

Partnership

- To identify and work with key partners in considering how to respond to local priorities and meet the health and wellbeing challenges and needs of the people in the borough.
- To lead on the work with Strategic Partnership Groups and Integrated Care system Partners to deliver relevant strategies and priorities.
- To create and maintain effective stakeholder relationships with a wide range of Voluntary & Community Sector services.
- To support, lead and participate in a variety of governance and involvement structures that support the delivery of the above.
- To role model and "shift" the relationships with wider partners, providers, communities, patients and customers, and staff towards inclusivity and collaboration in objective setting, planning and delivery.

Resource Management

- To ensure that the public health grant is spent in accordance with the conditions set and provide assurance as set out in the grant circular.
- To manage and allocate Council resources including the public health grant, imaginatively and efficiently.
- Manage public health staff and ensure that they are able to influence in such a way as to ensure health and wellbeing in its fullest sense.
- To be accountable for the budget including reporting on the use of the public health ring fenced grant.

Commissioning

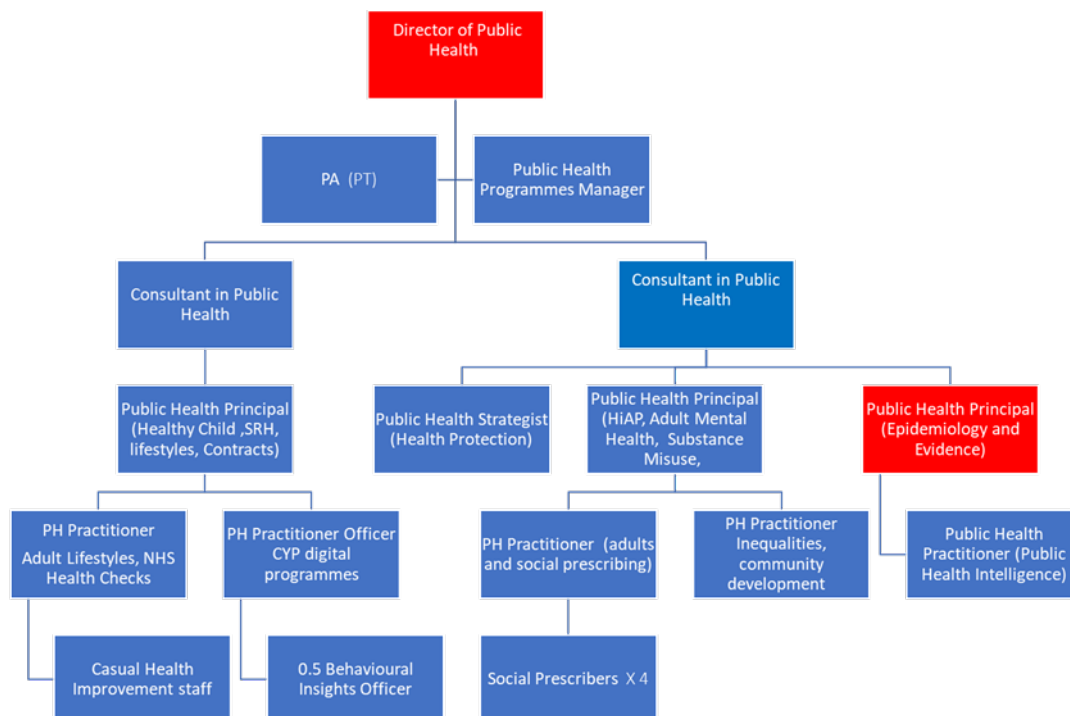
- To provide strategic leadership for the commissioning of specified public health, services and initiatives creating a healthy population of residents and healthy communities within which they live.
- To strategically lead commissioning of public health services across the whole cycle; including needs and strength-based assessment, evidence, outcomes based objective setting, strategic planning, relationship development, market shaping and development, procurement; and quality assurance, performance review and accountability.
- To manage and report on joint and aligned commissioning budgets; seeking maximum value in terms of financial efficiency, outcomes, experience and social value, decommissioning where appropriate, and operating within allocated resources.
- Ensure services for improving health and wellbeing of local communities are commissioned within the Council policy for procurement and monitoring system and are responsive to the needs of the communities over time.
- To set the framework for standards for commissioning and delivery; including the promotion of innovative approaches and appropriate risk management systems which are responsive to performance challenges.
- To ensure scientific principles of evaluation underpin all commissioning and delivery, of health and wellbeing services.

Advocacy

- Develop a constructive relationship with the media and the public, within the context of the Council Communications policy.
- To lead, contribute to, or advise on a range of strategic forums across Berkshire relevant to the further development of integrated health and social care and health and wellbeing of residents.
- To use the Faculty of Public Health, the LGA, the ADsPH, UKHSA and other channels to advocate for the public's health.

It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

Team Structure



Appendix 1: Faculty of Public Health: competencies expected of all public health consultants

All consultants irrespective of their background are expected to be proficient in the competencies set out below.

I. Use of public health intelligence to survey and assess a population's health and wellbeing

To be able to synthesise data from multiple sources on the surveillance or assessment of a population's health and wellbeing and on the wider environment, so that the evidence can be communicated clearly and inform action planning to improve population health outcomes.

II. Assessing the evidence of effectiveness of interventions, programmes and services intended to improve the health or wellbeing of individuals or populations

To be able to use a range of resources to generate and communicate appropriately evidenced and informed recommendations for improving population health across operational and strategic health and care settings.

III. Policy and strategy development and implementation

To be able to influence and contribute to the development of policy and lead the development and implementation of a strategy.

IV. Strategic leadership and collaborative working for health

To use a range of effective strategic leadership, organisational and management skills, in a variety of complex public health situations and contexts, dealing effectively with uncertainty and the unexpected to achieve public health goals.

V. Health Improvement, Determinants of Health, and Health Communication

To influence and act on the broad determinants, behaviours and environmental factors influencing health at a system, community and individual level to improve and promote the health of current and future generations. To be proactive in addressing health inequalities and prioritising the most vulnerable or disadvantaged groups in the population.

VI. Health Protection

To identify, assess and communicate risks associated with hazards relevant to health protection, and to lead and co-ordinate the appropriate public health response. To understand how those risks associated with hazards relevant to health protection may be influenced by climate change and environmental degradation currently and in the future.

VII. Health and Care Public Health

To be able to improve the efficiency, effectiveness, safety, reliability, responsiveness, sustainability and equity of health and care services through applying insights from multiple

sources including formal research, health surveillance, needs analysis, service monitoring and evaluation.

VIII. Academic public health

To add an academic perspective to all public health work undertaken. Specifically to be able to critically appraise evidence to inform policy and practice, identify evidence gaps with strategies to address these gaps, undertake research activities of a standard that is publishable in peer reviewed journals, and demonstrate competence in teaching and learning across all areas of public health practice.

IX. Professional, personal and ethical development

To be able to shape, pursue actively and evaluate your own personal and professional development, using insight into your own behaviours and attitudes and their impact to modify behaviour and to practise within the framework of the GMC's Good Medical Practice (as used for appraisal and revalidation for consultants in public health) and the UKPHR's Code of Conduct.

X. 10. Integration and application for consultant practice

To be able to demonstrate the consistent use of sound judgment to select from a range of advanced public health expertise and skills, and to use them effectively, working at senior organisational levels, to deliver improved population health in complex and unpredictable environments.

The DPH as a public health leader is expected to have both the technical expertise as well as the ability to use those techniques to both, lead and support the development of complex solutions to improve the health and wellbeing of local communities. In addition, they are expected to have skills and the attitudes to be able to present the results of applying their technical expertise so that they are understandable and stimulate actions by a range of individuals and organisations.

PERSON SPECIFICATION

Behaviours	Recruitment and selection
<p>Leadership Establishing and promoting a clear public health vision which is coherent with the Council Plans and the political vision for the Borough and consistent with Government policy and takes account of social and economic trends. This is about role modelling, the types of behaviours expected of others in creating a high performing public health culture. This is seen by;</p> <ul style="list-style-type: none"> • Develop an effective PH team with the appropriate skill mix to enable the Councils to deliver the full range of PH responsibilities • Develop effective relationships with elected members to ensure a coherent PH vision and operational plan • Work with fellow directors to enable/ensure public health perspective/principles underpin all aspects of Council delivery • Work with communities and media to ensure needs of local communities are made explicit and addressed by the Health & Wellbeing Board (H&WB) • Deliver the independent report of the DPH in such a way as to compel all members of the H&WB to take action 	Application and Interview
<p>Community and population focus working together to a common agenda and objectives with a shared purpose and common values, always looking for ways to improve access to services by communities and individuals. This is seen by:</p> <ul style="list-style-type: none"> • Actively seeking to understand the communities that are served and promoting and demonstrating an active commitment to meet their needs • Setting new standards for innovation in commissioning and delivery of services that anticipate and exceed expectations • Engaging with a wide range of stakeholders and partners to gather and evaluate information and make collaborative judgements and decisions • Making timely and where needed, difficult decisions for the benefit of the people of Bracknell Forest. • Co-producing where it is appropriate and beneficial to do so. 	Application Interview
<p>Results Focus Co-development of a model of health with local stakeholders (including local communities) and the metrics to support; taking account of Public Health Outcomes Framework, the NHS Outcomes Framework and the Social Care Outcomes Framework. This is seen by:</p> <ul style="list-style-type: none"> • Acknowledging and working with ambiguity and complexity, making significant decisions where no precedents exist • Ensuring a best practice performance culture is developed and sustained • Setting, communicating and monitoring stretching organisational objectives and targets • Pro-actively identifying corporate, directorate and service risks, and ensuring action is taken to mitigate them • Formulating risk management plans and creating a positive health and safety culture 	Interview
<p>Improvement and Change Developing and sustaining a culture of innovation and creativity underpinned by evaluation, where employees are engaged and have the desire to do</p>	Interview

<p>things better, more efficiently and effectively to improve performance. This is seen by:</p> <ul style="list-style-type: none"> • Taking risks and moving into uncharted territory while taking accountability for results and failures • Welcoming the inevitable mistakes as part of the creative process • Suggesting the unthinkable to stimulate alternate ways of thinking • Focusing team performance on the achievement of outcomes that will maximise the resources available • Finding new ways of securing or deploying significant amounts of financial resource to meet new objectives • Advocating and role modelling the use of evaluation techniques to support innovation 	
<p>People Development</p> <p>Knowing and managing the strategic talent requirements for the organisation, promoting and encouraging a culture where people focus on developing themselves and others to deliver improvement while developing careers. This is seen by:</p> <ul style="list-style-type: none"> • Holding direct reports accountable for people development generally and specifically for releasing high performers for personal development opportunities • Articulating the many long-term benefits of talent management and developing the talent pools required for succession • Ensuring comprehensive workforce plans are in place • Facilitating the next generation of Public Health Strategists and Consultants 	Application Interview
<p>Functional competencies</p> <ul style="list-style-type: none"> • Demonstrates detailed knowledge of methods of developing clinical quality assurance, quality improvement and evidence based clinical and/or public health practice. • Full and high level of understanding of epidemiology and statistics, public health practice, health promotion, health economics and health care evaluation. Develops service practices and ensures appropriate application. Provides advice on the more complex instances 	Application Interview
<ul style="list-style-type: none"> • Detailed knowledge and experience in driving and assisting in the management of change in a variety of settings, proactively seeking opportunities to create and implement improved service effectiveness 	Application Interview
<ul style="list-style-type: none"> • Detailed knowledge of personnel management. Carries out effective performance management of staff and demonstrates understanding of policies related to pay, capability, disciplinary matters and grievances. Plans team activities and use of staff resources effectively. Participates in workforce planning and training needs assessments 	Application Interview
<ul style="list-style-type: none"> • Demonstrates knowledge of project management tools and techniques. Sufficient skill to develop and implement large scale projects, utilising and leading multi-skilled project teams. 	Application
<p>Qualifications</p> <p>The National Health Service (Appointment of Consultants) Regulations 1996 (legislation.gov.uk)</p> <ul style="list-style-type: none"> • In line with legislation, inclusion in the GMC Full and Specialist Register with a license to practice/GDC Specialist List or inclusion in the UK Public Health Register (UKPHR) for Public Health Specialists at the point of application 	Recruitment and selection Application form

<ul style="list-style-type: none"> • <i>If included in the GMC Specialist Register/GDC Specialist List in a specialty other than public health medicine/dental public health, candidates must have equivalent training and/or appropriate experience of public health practice</i> • Public health specialty registrar applicants who are not yet on the GMC Specialist Register, GDC Specialist List in dental public health or UKPHR must provide verifiable signed documentary evidence that they are within 6 months of gaining entry to a register at the date of interview. • If an applicant is UK trained in Public Health, they must ALSO be a holder of a Certificate of Completion of Training (CCT), or be within six months of award of CCT by date of interview • If an applicant is non-UK trained, they will be required to show evidence of equivalence to the UK CCT • MFPH by examination, by exemption or by assessment, or equivalent 	
<ul style="list-style-type: none"> • Must meet minimum CPD requirements (i.e. be up to date) in accordance with the Faculty of Public Health requirements or other recognised body 	Application
Knowledge, experience and skills	
<ul style="list-style-type: none"> • Understanding of NHS and local government cultures, structures and policies 	Interview
<ul style="list-style-type: none"> • Understanding of social and political environment 	Interview
<ul style="list-style-type: none"> • Excellent oral and written communication skills, able to converse easily in English, (including dealing with the media) including presenting to mixed audiences and the media 	Application Interview
<ul style="list-style-type: none"> • Practical experience in facilitating change 	Application Interview
<ul style="list-style-type: none"> • Budget management skills 	Application
<ul style="list-style-type: none"> • Understanding of the public sector duty and the inequality duty and their application to public health practice 	Application Interview
<ul style="list-style-type: none"> • The normal duties of the role may involve travel on a regular or occasional basis. It is a condition of employment that the role holder can exercise satisfactory travel mobility in order to fulfil the obligations of the role. For those journeys where an alternative form of transport is unavailable or impracticable the role holder will be required to provide a suitable vehicle 	Application
<ul style="list-style-type: none"> • This position is subject to a criminal records disclosure check 	YES
<ul style="list-style-type: none"> • This is a politically restrictive position 	YES

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

Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Our flexible working scheme will give you some flexibility in your working day. Your work style is “Home-Flex/Hybrid”. This allows employees to work remotely for the majority of their working week. The extent, timing and location of remote working will be by agreement with the Executive Director: Place.

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!

Relocation

Notwithstanding our commitment to agile working, if you do have to move to a new house to work for us, a relocation scheme is available if you are moving from over 40 miles away to within 15 miles of your workplace. This includes a lodging or travel allowance plus assistance with moving expenses. In addition, a monthly allowance can be paid for 4 years to cover regional differences in house prices. Available for both those who have yet to take their first step on the property ladder and for existing homeowners. Full details are available from HR. If you attend an interview, please mention your interest in our relocation package.



Annual Leave

The annual holiday entitlement for this role is 28 days per annum plus bank holidays.

Annual holiday entitlement increases with length of service (4 additional days after 3 years continuous Local Government service).

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 £105,901 to £124,800 p.a. contributes at 10.5%.

Car Parking

Directors are entitled to park on site at our Time Square for £25 per month.

Car Allowance

This 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.

Salary:


The salary for this role will be within the local Bracknell Grade S5, £107,689 to £122,001 per annum. The starting salary offered will depend on your experience. Entitlement will be periodically reviewed.

Learning and Development

We actively encourage all our employees to take up the wide variety of learning and development available and are currently reviewing our leadership development program for the Corporate Management Team. This post will have a key role in developing the future development programmes.

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.

At Bracknell Manager Forums are held quarterly at which CMT provide information and updates to managers in a private setting and facilitate discussions around key council focussed areas or potential developments. At RBWM the strategic management team participate in various cross Council activities. The post holder will be encouraged to participate and share learning at these events.



We actively encourage all employees to take up the wide variety of learning and development available.

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. Please complete the Equal Opportunities Monitoring Form when you upload your details. We are keen to ensure that all our jobs are accessible to all members of the community and use this data to monitor our progress in doing this.

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, 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 policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

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.



How to Apply

Closing date for Applications: Midnight, Tuesday 14 May 2024

The following guidance contains important information to help with your application:

To find out more about how you will fit in and the contribution you can make, contact Andrew Hunter, Executive Director: Place on 01344 351907/
andrew.hunter@bracknell-forest.gov.uk



More About Applying

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.

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.

The Assessment Process

Director roles at Bracknell Forest are Member appointments. As part of the process, you will undergo a technical interview with a representative from the Faculty of Public Health and if progressed you will be invited to attend stakeholder interviews followed by a final Member interview panel. You will be supported throughout your candidate journey by officers from Bracknell Forest.



Politically Sensitive

This post is a politically sensitive post, i.e., politically restricted under The Local Democracy, Economic Development and Construction Act 2009. This means there are certain restrictions to observe relating to canvassing for political parties or taking up a political office- although you may still become a Councillor in a Town or Parish Council. Employees who are listed as “politically sensitive” are limited as follows:

- Postholders are disqualified from being Members of any County, Borough or District Council including Bracknell Forest.
- Postholders are disqualified from being a Member of Parliament or of the European Parliament.
- Postholders are restricted in terms of public political activity (e.g. open campaigning or canvassing in elections, publishing political articles).

Further details are available on request. Please feel free to discuss this at interview

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 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.

