

## Recruitment at Stratford District Council

Stratford is proud that it concentrates its efforts and time on what we know matters to our local communities, residents and businesses. This Council is a major destination for tourists with its 'brand' recognised internationally, second only to London in this country. We have undergone major change over the last few years and we are now a successful District Council with a strong reputation for getting things done and improving our services. We are very successful in recycling waste and now have ambitious plans to transform Stratford-upon-Avon into a World Class town. Along with the Council's ambition to achieve excellence, we have set a challenging and demanding agenda for the future. This is all being done while maintaining a Council Tax that is one of the lowest in the country.

I know that if you are successful in your application you will come to a Council that is progressive and innovative, which will also give you an opportunity to develop to your full potential. We are keen to ensure that staff are able to achieve their full potential and have a range of development programme in place, both formal and informal to help with this aim. When working at Stratford all staff have the opportunity to use their skills, knowledge and past experience to continue to develop this Council while ensuring that staff work together to support our overall priorities.

Good luck with your application and do take the opportunity to come and visit us prior to submitting your application if it will help you to understand this Council's culture.

### Working for Us

Thank you taking an interest in working with Stratford-on-Avon District Council.

Although we only employ just under 350 staff, this Council covers a large geographical area and provides a range of services to a diverse population serving almost half of the county of Warwickshire. As a district council we provide a range of services to our customers, and have a diverse range of jobs and career opportunities on offer in areas such as:-

- Planning and Building Control
- Environmental Health
- Housing
- Revenues and Benefits
- Leisure Services
- Parking and CCTV
- Legal Services
- Accountancy
- Human Resources
- ICT

## **Applying for Jobs**

Please consider carefully the job description and person specification and decide whether or not you think you meet at least the minimum criteria needed to do the job. If you wish to continue with your application, you may do so by applying online at completing and submitting the online form. Alternatively you can download a copy of the application form and send it to the HR Team.

### Your Application Form

The decision to invite candidates for interview is based on the details in your application, please make sure you complete all the sections as fully as possible.

Ensure that you give examples of your experience and competence in all areas covered on the person specification.

### The Selection Process

If you are shortlisted you will receive written confirmation of your interview date at least 5 working days prior to your interview. In the event that this is not possible, we will telephone you.

The interview process will always involve a personal interview with the recruiting managers. However, depending on the position, it may also include a written test, presentation or psychometric tests.

Whether you are successful or not in gaining a position with the Council we will always be willing to give you feedback on your application form and/or interview.

## **Learning and Development**

The Council has held the Investors in People standard since 1996 and has recently been reassessed and awarded the standard for a further three year period. In essence, this means that you can be confident that the Council will ensure that you receive appropriate training to carry out your role and help you to develop further.

We have a range of development opportunities available, including short courses, management briefings, leadership development programme, college courses, volunteering, amongst others.

## **Benefits and Rewards**

The Council is proud to have a wide range of benefits and rewards includes:

- Free town centre parking
- Final salary pension scheme
- Flexi-time scheme
- Flexible working opportunities
- Enhanced maternity and adoption scheme
- Enhanced annual leave
- Health and well being
- Childcare vouchers
- BUPA cash plan
- Confidential counselling service

## **Equality and Diversity**

The Council has a formal Equality and Diversity Scheme which can be accessed on our website. We recognise the value of a diverse workforce and positively encourage applications from candidates in under represented groups.

### Delivering our duty

We will achieve our aims and meet our legal responsibilities by:

- Giving our staff and Councillors the necessary skills and training.
- Making sure managers have the information available to allow them to make reasonable adjustments (for example, providing different equipment or information in a different way) to meet the needs of staff with disabilities so they can carry out their work; improving our monitoring systems, assessing the information we collect and acting on the results.
- Giving clear and positive leadership from the Management Team, including support for and encouragement of our staff Diversity Champions network.
- How we recruit our staff and ensuring that there is a good gender balance.
- Ensuring that there is no pay gap between men and women doing the same job or jobs of similar value.
- Providing flexible working to assist staff.
- Ensuring that any gender imbalance at senior management level is addressed.
- Ensuring that women are encouraged to return from maternity leave.

There are particular issues that need to be addressed to the Lesbian, Gay, Bisexual and Transgender (LGBT) community, including:

- Ensuring that our equal opportunities policy and dignity at work policy cover these areas.
- Ensuring that practises and procedures support the dignity and privacy of transgender people.
- Ensuring that there is suitable provision of support for employees who are undergoing gender reassignment.

### Access to employment

We run our employment and promotion processes in line with our principles of being open and making sure we do not discriminate against anyone.

We are committed to the principle of being open and making sure that we do not discriminate against anybody in the recruitment, retention and promotion of staff.

### Our commitment as an employer

- We will treat all Councillors and members of staff fairly and in line with our legal duties and our human resources policies.
- We will make sure every Councillor and member of staff takes part in diversity and equality awareness training so that our staff do not discriminate against others.
- We will give every Councillor and member of staff equal opportunity for training, development and promotion, and our recruitment and promotion processes will be open and clear.
- We will give all managers the training and support they need to include principles relating to diversity and equality in the way they manage people and plan their work.
- We will ensure that every Councillor and member of staff is made aware of their responsibility under current discrimination legislation.

#### What we expect from our employees

We expect our councillors and staff to:

- Treat each other and our customers with respect and dignity, putting into practice the principles of diversity and equality in daily working life.
- As appropriate to their role, challenge the Council and its partners to include good practice on diversity and equality as part of all the services they deliver.
- Take responsibility for their own learning and professional development, making good use of the opportunities and resources we offer.
- Follow diversity, equality and disability law and act in line with our human resources and other policies.

#### Access to Employment for people with a disability

The Council has been awarded the Disability Symbol which means that we have made the following commitments:

- To interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities
- To ensure there is a mechanism in place to discuss, at any time, but at least once a year, with employees with a disability what can be done to make sure they can develop and use their abilities.
- To make every effort when employees become disabled to make sure they stay in employment.
- To take action to ensure that all employees develop the appropriate level of disability awareness needed to make these commitments work.
- Each year to review the five commitments and what has been achieved, plan ways to improve on them and let employees and Job Centre Plus know about progress and future plans.