



Recruitment Pack

Information for candidates

Welcome message from the Chief Executive

Thank you for showing an interest in a career at Blaby District Council. We appreciate how much time it takes to prepare an application and are really pleased that you are considering applying for a role here, as a part of our fantastic team.

As a Council we are committed to continually improving Blaby District; making it a great place to live, work and visit. Our culture is very much about putting the customer at the heart of everything we do, and we are a values-based organisation, who support and develop our employees.

We are justifiably proud of the services we deliver, and the places we are shaping. We are committed to building a Council that is not only in tune with the rapidly changing times we live in, but also possesses the creative adaptability necessary to overcome these challenges.

Blaby District Council is a great place to work, and we know our people are our most valuable asset. The only way we can continue to deliver high-quality services to our residents is by making sure that our employees have the right skills and support to succeed. We nurture their ambitions and talents and are recognised by our peers as having strong leadership and committed staff.

We have long-term plans to transform the district, making it an incredibly exciting time to join us and become an integral part of the council's exceptionally skilled and talented workforce.

All the best with the recruitment process.

Best wishes,

Julia Smith, Chief Executive



Contents

Welcome message from the Chief Executive	1
About our organisation.....	3
Our vision	3
Our organisational values	4
Our strategic themes	5
What we want to achieve.....	5
Working for Blaby District Council.....	6
Our employee benefits.....	7
How to apply.....	8
Guaranteed interview scheme	11
FAQs	12



About our organisation

Blaby District Council is a great place to work and we know that our people are our most valuable asset. The only way we can continue to deliver high-quality services to our residents is by making sure that our employees have the right skills and support to succeed.

Most of our employees are based at our main offices in Narborough, but we also have a separate site nearby where our Neighbourhood Services are located.

As an equal opportunity employer, we are committed to fair, non-discriminatory recruitment procedures and a working environment with dignity and respect at its heart. We are dedicated to the continuous development of all staff, and learning and development opportunities are offered throughout your career here. You can read more about our duties and commitments regarding Equality and Human Rights on our [Equality, Diversity and Cohesion](#) pages.

Our vision

At the core of the organisation lies a clear vision: to ensure that Blaby District is a great place to live, work and visit.



Our organisational values

Our organisational values define our culture, embody our beliefs and principles and provide guidance for our interactions with customers, colleagues and communities.

These are the four organisational values that serve as guiding principles in our day-to-day operations:



Our strategic themes

There are five strategic themes that guide the Council's work:

**Enabling our communities
and supporting our
vulnerable residents**

**Enhancing and
maintaining our natural
and built environments**

**Keeping you safe and
healthy**

**Ambitious and well-
managed Council, valuing
our people**

**Growing and supporting
our economy**

What we want to achieve

- ❖ Strong financial management, allocating resources wisely for what matters most. Our focus is on delivering high-quality public services that you can trust and rely on
- ❖ Working in partnership with other local authorities and organisations, prioritising alignment with our business objectives and, most importantly, when such collaborations result in tangible benefits for our communities
- ❖ Efficiency, tailoring services to meet customers' needs', and making them easily accessible
- ❖ Implement user-friendly digital processes, designed so customers choose to self-serve, allowing us more time to focus on those that need more support through our assisted access channels
- ❖ Developing our workforce, helping them to reach their full potential and investing in our people development programmes.
- ❖ Promoting openness and transparency in our actions and decisions. We aim to create an environment where everyone can participate equally, actively seeking feedback and being accountable for our actions.

Working for Blaby District Council

What our peers say about us:

In March 2022, the Local Government Association (LGA) conducted a peer review of the Council. The review was welcomed and provides an opportunity to look at the things we do well, but also the things we can do to make the Council even better. Overall results of the peer review were positive, and a few highlights are captured below:

- ❖ We are a well-run local authority
- ❖ We are in a sound financial position, with strong leadership and committed staff
- ❖ There is a real ownership from officers and members for everyone to do their best for Blaby
- ❖ We are highly respected by our partners and residents
- ❖ We are self-aware and open to challenge

What our employees say about working here:

"Blaby is a great employer, it has given me opportunities and I feel like I am helping people by working here." Anna Farish - Environmental Services

"It's very inspiring to hear about the vast range of amazing community projects that exist and are springing up all the time in the district. Not to mention the thousands of volunteers that run them. It's also hugely satisfying to be in a position where I can play a part in helping these organisations to raise funds and keep making a difference."

Zoe Coulson - Funding and Awards Officer

"The work I am involved in has a direct impact on our residents and I want to make that as much of a positive impact as possible, as I want the residents of Blaby District to see the positive changes." Ashley Hatfield – Waste Operations Manager

Our employee benefits

What makes Blaby District Council a great place to work? We offer a variety of benefits to encourage, reward, and acknowledge the valuable work that all our people do.

Generous annual leave

Between 24 and 29 days per year depending on your grade and length of service. Nine bank holidays/closure days on top of the annual leave.

Flexible working

Including part-time working, job sharing, working from home, annualised or compressed hours. Flexi-time of up to two days per month.

Great location

Cycle bays, electric car charging, free parking and electric bikes. Our offices are on bus routes and near Narborough train station.

Leisure centre memberships

Free and discounted membership to our local leisure centres.

Staff wellbeing activities

Join our monthly wellbeing walk, attend our wellbeing coffee morning or enjoy the peace of our office garden.

Staff support

24/7 access to free and confidential counselling and support for work, or home situations

Learning and development

Gain skills, with access to funded post-entry training, apprenticeships and job shadowing.

Discounts

Access to a range of local and national discounts on shopping, eating out, bus travel, health clubs and more.

Eye care scheme

Contribution towards eye tests and glasses.

Local Government Pension Scheme

Access to the Local Government Pension scheme

Family-friendly policies

A range of family friendly policies including maternity, adoption, paternity and parental leave.

Volunteering scheme

Opportunities to volunteer in the local community.

How to apply

The decision on who to invite for an interview is based on the information you provide in your completed application form. Use the application form to tell us how you meet the requirements for the job.

CVs are only accepted in exceptional circumstances or when indicated on the advert for the role.

Job description

The job description lists the job title, purpose and the main tasks of the job.

Person Specification

The person specification lists the knowledge, experience, skills and abilities that the successful applicant will need to perform the job effectively. The person specification is divided into what the successful candidate must have (the essential criteria) and what it would be helpful for them to have (the desirable criteria).

Completing your application form

When completing your application, you must tell us how you meet the essential criteria for the job.

Please refer to the Method of Assessment column on the Person Specification, as this will detail what essential criteria you will need to evidence on your application form. Different jobs require different skills, knowledge, competencies and qualifications, so if you are applying for more than one role please submit a new application for each job. Make sure the information you provide is clear, precise and easily understood. If you do not tell us, we will not know! We will not make any assumptions about you or your abilities, even if you already work for the Council. Please give examples to support that you fulfil the job requirements e.g. "I have excellent written communication skills, this is evidenced in the Committee Reports I am responsible for writing. I also write complex letters to customers on a regular basis". Do not leave out any relevant skills, knowledge and experience gained, for example voluntary or unpaid work is still relevant.

Please complete all sections of the application form

Section 1 (Job details) Job title of the position you are applying.

Section 2 (Personal details): Unless you indicate otherwise, we will contact you via email. Please check your email regularly.

Section 3 (Present and previous employment): Tell us about any paid work, voluntary work or work experience placements you are doing.

Previous Employment: Tell us about your experience in a working environment. Try to include any unpaid work you have done in the past too. List your most recent experience first.

Gaps in Employment: Tell us about any gaps in your experience and the reasons for them. Don't be worried about telling us the reasons. This is a confidential document and will only be seen by those people involved in the recruitment process.

Section 4 (Skills statement – summary of experience, skills and knowledge): Tell us about yourself and how you best fit the requirements of the job. To get an interview, you need to demonstrate to us that you meet the essential criteria in the Person Specification. When describing your experience it is useful to give an example of work-life situations which demonstrate your ability to perform certain tasks. When completing this section, you may want to think about any experience, skills, knowledge or competencies which you have developed in your domestic life that can be transferred into the workplace. There are two sections under this section allowing you to use 4000 characters with spaces in each one, a total of 8000 characters (with spaces).

If you experience difficulties submitting your skills statement, please send a copy to human.resources@blaby.gov.uk specifying the job you are applying for, your name and contact number.

Section 5 (References): Provide details of **two** referees, ensuring at least one of them is a present or most recent employer. Where there has been no employment in the last three years, voluntary work or

educational references will be accepted. At least one reference should cover the last three consecutive years. References will only be taken up for the successful candidate once an offer of employment has been verbally accepted. You will be unable to submit your application form if two referees are not provided.

Section 6 (Qualifications): Only provide details of any qualifications that are a requirement of the job. The qualifications required are stated in the 'Job Description and Person Specification'.

Section 7 (Declarations) Relationships: Tell us about any relationship/s you have with Blaby District Council employees or elected members. And if you have any business interests linked to Blaby.

Conflict of Interests: Please tell us if you or your family have any interests, carry out any work or hold any appointment that may conflict if you were to be employed at Blaby District Council.

Driving Licence: Complete this section if a driving licence is an essential requirement on the Person Specification.

Special Arrangements at Interview: Indicate any special adjustments you may require if you are disabled, a care leaver or there is anything related to your religion that might affect when interviews are held or what facilities might need to be available to you.

Candidate Declaration: Sign and date the form to say that you have provided honest and accurate information on your application form. It also advises how the information you supply will be stored and processed in accordance with the principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Equal Opportunities Monitoring Statement: It would be helpful if you could complete this section. Blaby District Council is committed to equality of opportunity in employment and service delivery and the information you provide will help us to ensure fair and equal treatment of applicants and employees alike. The details you supply will be stored separately from the information on the rest of the application

form and will not be used as a basis for decision making within the selection process. This information will remain confidential, but should you be appointed may become part of your personal record. That personal record will have restricted access. The purpose of monitoring is to help us make sure that our People Strategy is working and to show us where action may be needed if there is evidence of unfair treatment or where particular communities are not adequately reflected within the workforce.

Timescales

Your application should arrive by no later than 12.00 midnight on the closing date unless stated otherwise in the advertisement. If you have not been notified that you have been selected for interview within 28 days of the closing date, please assume your application has not been progressed.

Guaranteed interview scheme

Blaby District Council offers guaranteed interview schemes for the following applicants who meet the essential criteria of the job profile:

- Those with a disability
- Care leavers who were looked after by Leicestershire County Council as a child and are under the age of 25
- Reservist, Veteran, Cadet Force Adult Volunteer or current serving armed forces personnel, spouses or civil partners.

Please note, the scheme does not guarantee a job for an applicant who meets the essential criteria. The recruitment and selection procedures will ensure the most suitable candidate for the job is appointed.

This will be based on the selection criteria of the job profile.



EMPLOYER RECOGNITION SCHEME

SILVER AWARD 2021

Proudly serving those who serve.



FAQs

These are some of our frequently asked questions. If you have any further queries and cannot find an answer on our website, then please do not hesitate to contact our Human Resources Team on 0116 272 7517.

What will you do with the information I provide on my application?

The personal information you supply to Blaby District Council in your application form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found on the Data Protection Notice web page.

I have completed an online application form, I clicked the submit button but a message came up saying an error had occurred?

If you have any difficulties with submitting your completed application form please contact Human Resources on 0116 272 7517.

Can I send you a copy of my CV instead of completing the application form?

No, all candidates applying for jobs with Blaby District Council must complete our standard application form.

Do I have to fill in the Equality and Diversity Monitoring section on the Application Form?

Completing the Equality and Diversity Monitoring Form is not compulsory. However, it is helpful when you do complete this information as the Council is statutorily obliged to collect this. This is to ensure that our recruitment and employment processes are equitable. Therefore, we would encourage you to complete this form if you feel comfortable in doing so.

Will the Recruiting Manager see the Equality and Diversity Monitoring Section?

Equality and Diversity Monitoring Forms are separated from the application form and are kept confidentially by the HR department. The managers who carry out the shortlisting for their posts do not get to see this information - they only get to see the details you have put on your application form.

I am interested in a job you are advertising but I'm on holiday for the interview date - can I still apply?

On the Application Form there is a space for you to provide us with information about any dates that you would be unavailable for interview. Generally there will be two or three people on the interview panel so interview dates are mostly arranged in advance to ensure that all interviewers are available to be present. Should your application be of strong interest to the interview panel but you are not able to make the advertised interview date, it may be possible for alternative arrangements to be made. In such circumstances either the interviewers or someone from the HR team will contact you to discuss this further. However, we can not guarantee that this option is possible in all instances.

How will I know if you have received my application?

If you apply online you will receive an e-mail to confirm that your application has been submitted, along with a copy of the application form you have completed. This will be sent to the e-mail address you supplied on your application form so please ensure these details are correct. We only contact those candidates who we would like to interview. If you have not heard from us within 28 days, please assume you have not been shortlisted.