

# Job Information Pack



Lincolnshire County Council is an organisation that is ambitious, people focused and aiming for excellence.

Our vision is 'working for a better future' by

- Building on our strengths
- Protecting your lifestyle
- Ambitious for the future

We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly.

If you require advice or assistance on completing your application form then please contact us on 01522 555441

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# Job Information Pack

Thank you for your interest in a Lincolnshire County Council job.

Lincolnshire County Council is an organisation that is ambitious, people focused and aiming for excellence. We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly. We serve a diverse community and it is vital we understand and meet the needs of all groups in our communities. We are continually updating policies and systems to make diversity a natural part of everything we do. This will, in time, ensure every customer and every employee has equal access to services and jobs.

Getting the best staff is important to us.

## **How to Register**

To apply for a job at Lincolnshire County Council, first register your details on our online system, you can do this from the advert page on [www.lincolnshire.gov.uk](http://www.lincolnshire.gov.uk). This will set up an account for you to apply for current vacancies and so that you can track the progress of your application. You will need to set up a password.

Your password must contain the following

- a minimum of eight characters, two of which should be non-alphabetic
- please note that passwords are case sensitive

## **Completing your application**

Your application plays a key part in our recruitment process, it gives you the opportunity to provide us with key information about your skills, qualifications and experience to help us to create a shortlist of people to interview.

A key document for you will be the job description. This will have been attached to the advertisement for the job, you can use this to help you to match your skills and experience to the job requirements and help you to tailor your application.

You will be able to apply for any job up to 11.59pm on the closing date stated on the job advert. Unfortunately we are not able to accept late applications.

Once you have completed an online application you can use this again through our candidate portal to apply for other jobs in the future.

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## Section 1: Personal Details

Please complete this section fully. This is the information we use to contact you through the recruitment process.

### Right to work in the UK

You will be asked whether you have the right to work in the UK.

As part of your application process you will be asked to provide identification documents which we use to demonstrate that you have the right to work in the UK at interview. This is a government requirement which was brought in in 2008 to ensure that people are not working illegally. If you require more information on this please go to:

<https://www.lincolnshire.gov.uk/jobs/right-to-work-in-the-uk/75454.article>

## Section 2: About you

You will be asked to provide information about yourself including:

- if you have a disability,
- if you drive,
- if you have any business involvement which may conflict with the business of the County Council
- if you have 'At risk' status (internal applicants only).

### Disabled Applicants

Lincolnshire County Council welcomes applications from disabled people, and has been accredited as a Disability Confident employer in recognition of our commitment as an employer in ensuring that disabled people are supported and treated fairly at every stage of their selection, employment and career development.

We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. If you have a disability and are applying for this job please tick the box on the application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you. For this purpose disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

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## Care Leavers

Lincolnshire County Council welcomes applications from Care Leavers, and is committed as an employer in ensuring that all Lincolnshire Care leavers are supported.

We will offer an interview to all care leaver applicants who meet the minimum criteria of the role applied for up to and including the age of 30. If you are a Care Leaver and are applying for a job please tick the box on the application form.

A Care Leaver is a young person aged between 16 and 25 who has left the care of **Lincolnshire** Local Authority after being previously looked after. To be a Care Leaver you have to have been looked after by Children Services for:

- At least 13 weeks between the ages of 14-16.
- Or, has spent 13 weeks cumulatively after their 16th birthday under the care of the Local Authority.
- Been the subject of a Special Guardianship Order and was in care prior to that Order being made

## Conflicts of Interest

You will be asked if you have any outside business interests that may conflict with those of the Council's business. This may be an issue if:

- your private interests conflict with the Council's business
- you would be able to use your position or knowledge for personal gain
- your private interests, if known publicly, would undermine the trust, confidence and integrity in the Council

## Politically Restricted Posts

If a post is advertised as politically restricted and you were the successful candidate the Council would be unable to offer you the position if you:

- stand as a Councillor, MP or MEP;
- hold office in a political party;
- canvass at elections;
- publicly support a political party.

Further information on the Council's Politically Restricted Posts Policy can be viewed at <http://www.lincolnshire.gov.uk/prp>

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## Driving requirements

Some posts at the Council require the successful applicant to have a valid driving licence as the post involves travel.

## At Risk status for Redeployment

(Only applies to applicants currently employed by Lincolnshire County Council)

If you are currently a Lincolnshire County Council employee and have 'At Risk' status you have a right to be considered before other candidates if;

- the job is at the same or lower grade level to your existing post
- **and** you meet the essential requirements, or would do, given suitable training.

In your application you will be asked to confirm if you have 'At Risk' status for this job.

## Section 3: Employment History

Previous Employment – We want to hear about all the jobs you have done since you left full time education. List your jobs, with the most recent first, stating the day, month and year. We also want to hear about voluntary work, so we can have a full picture of your experience.

Safer Recruitment - (Posts which require an Enhanced DBS – formerly a CRB check). If you are applying for a post within the Council which may bring you into direct or indirect contact with vulnerable groups or children, you must ensure that you include on your application a full education/employment/training history from when you left school. We will require you to account for any gaps or anomalies in your application.

## Section 4: Education History

Please list all relevant qualifications you hold. The job description will specify if the job requires any particular qualifications. If you are invited to interview we will need to see evidence of essential qualifications and professional memberships.

## Section 5: Professional Registration

The job description will say if the job requires any particular professional registrations or memberships, for example HCPC registration for social workers. If the post you are applying for requires this we request that you complete this section. If you are invited to interview please bring evidence of this to the interview.

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## Section 6: Personal Statement

This is your chance to tell us how you are suited to the job you are applying for. Examine the skills and experience listed on the Job Description and Person Specification and give relevant examples of how you have met these criteria in your previous roles. Please also include relevant skills and experience you have gained outside of paid work. The maximum length of your statement is 10,000 characters.

## Section 7: Additional Information

In this section we ask you to provide us with your ethnicity and other personal information for recruitment monitoring purposes.

Lincolnshire County Council is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and **will not be taken into account when making the appointment.**

## Section 8: Declaration

In this final section we ask you if you have any unspent criminal convictions, cautions, reprimands or final warnings that are not 'protected' to declare.

You also need to confirm that all the information you have provided in your application is correct and that you authorise the necessary pre-employment checks to be taken and any information given to be verified.

## Criminal convictions

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position you are applying for and the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for which you are applying is one which is an exception under this Act, you must give full details of everything on your criminal record. If this is the



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case it will be clearly indicated in the advert. For further information please look at the Council's [Rehabilitation of Offenders and Self Disclosure Policy](#).

## Review and submit your application

Once you have completed all the sections you can view your full application form and return to any section to make amendments. Once you are happy with your form, press submit.

You will then receive an e-mail from the recruitment team to confirm that your application has been received. We will keep you updated with the progress of your application by e-mail and you can also log back into your account to check on progress.

If you are successful at interview and are given a conditional offer of employment we will then contact you about the following information:

## References

**External Candidates** You must supply full contact details for a minimum of two referees. One referee must be your last employer. However if you have never had an employer one referee must be a senior staff member from your last place of study. A referee must not be a relative or partner. If you are not able to do this you can supply a character reference from a professional person. You will need to state the length of time you have known the referee. All references will be taken up once a conditional offer has been made. We recommend that you contact your referees in advance to check they are willing to act as a referee for you.

**Internal Candidates** You require one referee who must be your current line manager.

**Safer Recruitment** (Posts which require an Enhanced DBS – formerly a CRB check). In addition to the above requirements for references, one of your referees should be able to refer to your most recent work with children or vulnerable groups.

## Medical Clearance

All successful candidates are required to complete a pre-employment medical questionnaire and if the Council's Occupational Health provider considers it necessary, a medical examination before appointment may need to be undertaken.

## Disclosure & Barring Service checks

Posts involving work with vulnerable groups, including children, will require a Disclosure & Barring Service check and subscription to the DBS online service. The suitability of all prospective employees will be assessed during the recruitment process in line with this



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commitment. Further information on the Council's DBS policy can be viewed by clicking [here](#).

For further information on the DBS online service please click on this link: <https://www.gov.uk/dbs-update-service>. Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice which can be viewed by clicking [here](#).

## Conditions of service (including salary)

The majority of roles in Lincolnshire County Council are subject to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (referred to as the Green Book), the local Collective Agreement on the Pay & Grading Review and Lincolnshire County Council's Local Scheme of conditions of service for Local Government Employees and any other arrangements which have been negotiated locally. For more information please click [here](#). Information on the current pay spine can be found [here](#).

There are also roles which are paid on other arrangements including those for Teachers, Uniformed Fire Fighters, [Soulbury](#) (Educational Psychologists, Educational Professionals) and other locally agreed arrangements.

Terms and conditions differ for relief staff and will be detailed in the advert text of the vacancy.

## Travelling to Work

The Council is committed to minimising pollution and promoting sustainable travel. The Council encourages all employees to use sustainable modes of travel, rather than travelling alone by car, when commuting to work. Travel details for all modes can be found at [Travel Lincolnshire | Microsites](#). Successful candidates who do not have access to public transport or a vehicle can apply for a subsidised moped to access work, education or training at <http://www.access-your-future.com/>

The job description will confirm if the post holder will be required to travel to undertake the duties of the post. Mileage is payable in accordance with the Local Scheme. The Council has a scheme for contract hire and a contracted provider of daily rental vehicles. Further details are available on request.

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If you are not a car user or are unable to drive as a result of a disability, consideration would be given, in consultation with you, whether alternative arrangements could be made to enable you to carry out the duties of the post.

## Pension

Depending on the job you may pay into the Local Government Pension Scheme, the Teachers' Pension Scheme, Firefighters' Pension Scheme or the NHS pension scheme. Eligible employees are automatically enrolled into the pension scheme that is relevant to the role. Successful candidates can choose to opt of the pension scheme once they have commenced employment or to purchase a personal pension. Further details will be supplied on appointment.

## Leave

The entitlement to annual leave varies in accordance with the level of the grade of the post and is pro rata for part time employees:

	Less than 5 years Continuous Local Government Service	5 or more years Continuous Local Government Service
Grades 1 to 7	24	29
Grades 8 to 16	27	32
Senior Leadership roles	30	35
Executive Directors	30	35
Chief Executive	33	38

## Probation

All new employees to Lincolnshire County Council are subject to a six month probationary period before an appointment is confirmed. This may be ended earlier or extended following discussions with the manager and employee concerned.

## Employment Policies

LCC employment policies are available to view at [www.lincolnshire.gov.uk/jobs/manuals/employment-manual/](http://www.lincolnshire.gov.uk/jobs/manuals/employment-manual/)

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## Further information on our Equality and Diversity commitments

When applying for a job, we will make sure no-one receives less favourable treatment on any grounds including:

- Age
- Disability
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Any other unjustifiable criteria or requirement

We will do all we can to ensure you work in a safe environment. This includes protecting you from bullying, harassment and discrimination.

Equally, we expect all our employees to:

- act the same towards colleagues;
- follow set standards of behaviour;
- demonstrate our values by being professional, respectful, resourceful and reflective.
- behave in a way which supports our anti-discrimination legislation or policies.
- Help us achieve our vision which is 'working for a better future' by building on our strengths, protecting your lifestyle and being ambitious for the future.

## Disability Confident



As a Disability Confident employer, we recognise the rights of disabled employees to be considered fully and fairly in all aspects of employment.

As a Disability confident employer, we have committed to the following actions

- Actively looking to attract and recruit disabled people

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- Providing a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job
- Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job
- Making reasonable adjustments as required
- Promoting a culture of being Disability Confident
- Supporting employees to manage their disabilities or health conditions
- Ensuring there are no barriers to the development and progression of disabled staff
- Ensuring managers are aware of how they can support staff who are sick or absent from work
- Valuing and listening to feedback from disabled staff

## Mindful Employer



Lincolnshire County Council is signed up to the Mindful Employer Charter, a charter for employers who are positive about mental health issues amongst their employees. As an organisation we are committed to providing informative, nonjudgmental and proactive support to existing and new staff who may experience mental health issues.

In any Lincolnshire County Council recruitment or occupational health check, people who have experienced mental health issues will not be discriminated against and the disclosure of a mental health problem will enable Lincolnshire County Council to assess and provide the right level of support.

As an employer we aim to:

- Show a positive and enabling attitude to employees and job applicants with mental health issues.
- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and The Equality Act 2010, and given appropriate interview skills training.
- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.

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- Not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgemental and proactive support to individual staff who experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

By signing up to the Mindful Employer Charter, as an employer we recognize that:

- People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others fear that stigma will jeopardise their chances of getting a job.

Given appropriate support, the vast majority of people who have experienced mental ill health continue to work successfully as do many with ongoing issues.

We wish you luck with your application.

Resourcing Services

[Recruitment@lincolnshire.gov.uk](mailto:Recruitment@lincolnshire.gov.uk)

01522 555441

Last Updated November 2018

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## Recruitment Privacy Notice

### About Us

Lincolnshire County Council (LCC) is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

### Why do we collect your personal data?

It is necessary for us to collect and process personal data about in order to assess your eligibility to work with us. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the council
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

### What personal data do we collect?

We will collect the personal data about you in order to help us deliver the right service. The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.



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We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

## Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

## Who do we share your data with?

We will only share information when it is necessary to do so and in accordance with the law. Where applicable, we will share your data with organisations that deliver services on behalf of the council.

Where necessary, we may share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

## How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the council's retention policy or the specific requirements of the organisation who has shared the data with us.

Details of unsuccessful applicants will be held for one year from last action. Details of successful applicants will be placed on their personnel file, at which time further privacy information will be made available setting out how an employee can expect the council to process their personal data

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Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need. Retention periods are defined within the council's retention guidelines, which can be found [here](#).

## **How do we keep your data safe?**

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by Lincolnshire County Council.

Further information regarding the Council's information security policy can be found [here](#).

## **Your Rights**

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found [here](#).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

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## Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- People Management at [people.management@lincolnshire.gov.uk](mailto:people.management@lincolnshire.gov.uk)
- The Data Protection Officer at [DPO@lincolnshire.gov.uk](mailto:DPO@lincolnshire.gov.uk).

Alternatively, you can contact the council by writing to:

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL

Or

Telephone: 01522 552222

Email: [customer\\_services@lincolnshire.gov.uk](mailto:customer_services@lincolnshire.gov.uk)

Fax: 01522 516137

Mini-com: 01522 552055

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO)

[www.ico.org.uk](http://www.ico.org.uk)

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