



## **Job Information Pack**

### **Contents Page**

The JOB INFORMATION PACK for this post comprises:-

- Terms and Conditions of Employment
- How to Apply
- Selection Process
- Working in Dundee City Council
- Living and Working in Dundee

## Terms and Conditions of Employment

|                   |  |
|-------------------|--|
| Pay Method        | <p>You will be paid on the last working day of the month by BACS (electronic funds transfer). Pay for part time, or those who work less than 52 weeks per year (eg term time), is calculated on a pro rata basis.</p> <p>If your start date is between the 1<sup>st</sup> and the 15<sup>th</sup> of the month, you will be paid at the end of that month (where the 15<sup>th</sup> falls on a Saturday or Sunday and you are starting the following Monday, you will be paid at the end of that month). If your start date is after the 15<sup>th</sup>, you will be paid at the end of the following month.</p>   |
| Leave             | <p>26 days annual leave, rising to 31 after 5 years' continuous service.</p> <p>5 fixed public holidays per annum (based on full time employment). Leave for part time, part year, or temporary (less than a full year) employees will be calculated pro rata of that for full time employees.</p>   |
| Sick Pay          | <p>As per National Terms and Conditions, up to 26 weeks full pay and 26 weeks half pay after 5 years continuous service.</p>   |
| Pension           | <p>Employees will automatically be enrolled in the Local Government Pension Scheme.</p>  |
| Employee Benefits | <p>Benefits:-</p> <ul style="list-style-type: none"> <li>• Flexible Working opportunities</li> <li>• Incremental salary scales</li> <li>• 26 days annual leave rising to 31 after 5 years' service</li> <li>• 5 fixed public holidays</li> <li>• Entitlement to Sickness Allowance after 6 months' service</li> <li>• Access to Occupational Health Support</li> <li>• Learning and Development opportunities</li> <li>• Contributory Pension Scheme (including 17% by the employer)</li> <li>• Employee Performance Development and Review</li> <li>• Employer commitment to Healthy Working Lives</li> <li>• Employer commitment to <a href="#">Equality and Diversity</a></li> <li>• Voluntary Early Retirement/Voluntary Redundancy Scheme</li> <li>• Flexible Retirement Scheme</li> <li>• Ill Health Retirement Enhancements</li> <li>• Death in Service Payment</li> <li>• Car Salary Sacrifice Scheme</li> <li>• Cycle to Work Scheme</li> </ul> |

**Dundee City Council are continuously reviewing their terms and conditions of employment, including Employee Benefits. This may result in a change to your hours of work or pay. The council is committed to working with their recognised trade unions under normal collective bargaining processes. Any changes will go through these processes prior to any change and you will be notified of any change.**

## How to Apply

**The following pages contain guidance and information which we hope will help you to complete your application as effectively as possible. They also explain how we recruit and the type of people we are looking for. Please take a few minutes to read this information.**

If you have any queries about the Job Information Pack or application process, please contact the Recruitment Team. You can do this by telephoning 01382 434065, by emailing [jobapps@dundeecity.gov.uk](mailto:jobapps@dundeecity.gov.uk), or by post to Human Resources and Business Support, Corporate Services, Dundee House, 50 North Lindsay Street, Dundee, DD1 1NZ.

**Please note, we do not accept paper application forms, you must apply online. We also do not accept Curriculum Vitae (CVs) in support of, or instead of, your online application.**

If you are unable to access the internet at home, you can do so at your local library. For further information, or to find your nearest library, please visit [http://www.leisureandculturedundee.com/library/your\\_libraries](http://www.leisureandculturedundee.com/library/your_libraries), or telephone 01382 431500. If you have a disability and require reasonable adjustments, please call 01382 434065 to discuss.

We advertise all of our vacancies on [www.dundeecity.gov.uk](http://www.dundeecity.gov.uk), on [www.myjobscotland.gov.uk](http://www.myjobscotland.gov.uk) (the national recruitment portal) and via JobcentrePlus across Dundee. Modern Apprenticeship vacancies are also advertised on [www.apprenticeship.scot](http://www.apprenticeship.scot). If you apply for a job on Dundee City Council's website, via JobcentrePlus, or via [Apprenticeship.scot](http://www.apprenticeship.scot) you will automatically be redirected to the MyJobScotland recruitment portal. The recruitment portal allows you to register your details and create a personal account, where your information is saved and can be used for future applications.

You will be given advance notice of any presentations, tests, group exercises, etc, that will form part of the selection process, including any site visits you would need to attend.

Look carefully at the Person Specification, as what you say in your application will be assessed against this criteria. The quality of your application will be our first impression of you so you should allow time to make sure you complete all sections fully and accurately.

Use examples to demonstrate how you meet all of the essential requirements for the job, including the behaviours. This is really important because only those who can demonstrate that they meet the essential criteria will be considered for interview.

### **GUARANTEED JOB INTERVIEW SCHEME - DISABILITY**

The Council guarantees an interview for disabled applicants who meet the essential criteria detailed in the person specification. You should indicate if you are applying under this scheme in the Guaranteed Interview section of the application process.

The Employment Support Service offers free advice to assist people into employment. For more information, or an informal discussion, please contact the Employment Support Service, Social Work Department, Dunsinane Avenue, Dundee, DD2 3QN, tel 01382 436777. E-mail: [employmentsupportservice@dundeecity.gov.uk](mailto:employmentsupportservice@dundeecity.gov.uk)

## **GUARANTEED JOB INTERVIEW SCHEME – CARE EXPERIENCED**

The Council will guarantee you an interview if you are aged under 30 and are Care Experienced within Dundee. This means that you are or were formally looked after by Dundee City Council either in the family home (with support from a social worker) or elsewhere, such as foster care, residential care, secure care or kinship care (with relatives or friends). If this applies to you and you also meet the essential criteria detailed in the person specification, you should indicate that you are applying under this scheme in the Guaranteed Interview section of the application process.

## **EQUAL OPPORTUNITIES FORM**

The Council recognises the need to achieve equality for all citizens and employees. We recognise that people can be discriminated against because of race, colour, ethnic and national origins, marital status, domestic circumstances, gender, sexuality and transsexualism, age, class, ethical or religious belief, basic skills, disability, trade union activity, long term unemployment, or because they have AIDS or are HIV positive. The Council's Equal Opportunities Policy is to eliminate discrimination and promote equality.

The Equal Opportunities Form helps us to monitor the effectiveness of our Equal Opportunities Policy. Please help us by completing the electronic form. Any information obtained from this form will be kept confidential and held on computer for statistical purposes only. The information will not be used in the selection process.

## **YOUR PERSONAL INFORMATION**

The Council will use your personal information to assess your suitability for this job. It will keep that information for no longer than is necessary for that purpose or to satisfy relevant legal obligations. Any information you give in the equal opportunities questionnaire will be used in an anonymous, statistical form for monitoring the effectiveness of our Equal Opportunities Policy.

Dundee City Council is the registered data controller. Any queries regarding the processing of your personal data should be directed to the Data Protection Officer, tel 01382 434403. You can read our [privacy statement](#) for job applicants by following this link.

## **CUSTOMER SATISFACTION**

We are committed to a high quality recruitment and selection process. If you wish to offer any suggestions or comments, please contact:-

Head of People  
Corporate Services  
Dundee House  
50 North Lindsay Street  
Dundee, DD1 1NZ

Tel: 01382 434065

Email: [human.resources@dundeecity.gov.uk](mailto:human.resources@dundeecity.gov.uk)

## Selection Process

### IF YOU ARE INVITED FOR INTERVIEW

If you are selected for interview, you will be contacted using the email address you provided on your application. Therefore, it is important that you check your email, or your myjobscotland online account, regularly.

You will have the opportunity online to select an interview time slot that suits you best from a range of options.

We understand that peoples' circumstances can change after they apply for a job so, if invited for interview, we would really appreciate it if you could let us know if you are no longer interested in being considered. If you need to do this, please call 01382 434065 to let us know.

At interview, you should expect to be asked questions that not only test your skills and competence but, very importantly, also test the extent to which you would display the right behaviours and attitude when carrying out the job.

### RECRUITMENT AND SELECTION PRE EMPLOYMENT CHECKS

The following sections provide information about the checks we carry out for all candidates we invite to interview and before a preferred candidate is permitted to start work with Dundee City Council. Unless otherwise stated, all checks apply to internal and external candidates.

It is important that you read these sections thoroughly. If you are unable to supply any of the essential information or documents we need, we may not be able to proceed with your application. Please also make sure that you bring all the documents you need to your interview to avoid unnecessary delays in the recruitment process.

### ASYLUM AND IMMIGRATION ACT 1996

Under Section 8 of the Asylum and Immigration Act 1996, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are invited for interview, you will be required to produce an official document confirming that you are entitled to live and work in the UK, eg passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

If you are not currently entitled to work in the UK, we advise that you visit [www.ukba.homeoffice.gov.uk](http://www.ukba.homeoffice.gov.uk) for further information about working in the UK.

### QUALIFICATIONS AND CERTIFICATES

You will be asked to bring original copies of all relevant educational and professional qualifications and memberships to your interview. A copy will be taken for our records. If the original certificate is unavailable, you must obtain a certified copy of the document from the issuing body.

### REGISTRATION WITH A REGULATORY BODY

Where registration with an appropriate regulatory body, eg Scottish Social Services Council (SSSC), General Teaching Council, Scotland (GTCS), is required, you will be asked to provide us with your registration certificate.

## **DRIVING LICENCE**

If required, you will be asked to bring proof to your interview that you hold the appropriate driving licence to allow you to carry out the driving duties of the post. A copy will be taken for our records. Where a Certificate of Professional Competence and/or Driver Qualification Card is specified on the person specification, you will also need to provide evidence of the number of hours or periodic training undertaken since issue of the CPC or DQC.

## **CRIMINAL CONVICTIONS**

If you are selected for interview, you will be required to complete a Criminal Convictions Declaration, which gives guidance on previous criminal convictions which require to be disclosed.

We will not discriminate against ex-offenders and, if you have to give details of any previous convictions, this will not automatically prevent you from getting a job. We will consider how previous convictions could affect the job and these will only be taken into account if the offence is relevant to the type of work you would be doing.

## **CHECKS FOR PREFERRED CANDIDATE ONLY**

### **DISCLOSURE CHECKS**

Posts are assessed to determine whether a Disclosure check is required and at what level (basic, standard or enhanced) or whether Protection of Vulnerable Groups Scheme (PVG) membership is appropriate (and whether it is children; protected adults; or both). This is stated in the job advertisement and on the Person Specification. Where posts require a disclosure check or PVG membership, unconditional offers will not be made until the appropriate satisfactory disclosure check is obtained.

### **REFERENCES**

In your application, you are required to provide details of two referees who can provide information about you which is relevant to your application. One of the referees must be your current or most recent employer. Please note, the application will automatically ask for one referee. Please ensure you add a second. If you have no suitable previous employer who is able to provide an employment reference, a reference can be accepted from education establishments where you have been in education, or a character reference can be accepted from a person of 'good standing', eg Minister, Leader of Voluntary Organisation, GP. The Council does not accept references from family members or friends. The Council reserves the right to ask for details of a further referee where we are not satisfied for any reason.

### **FITNESS FOR THE POST APPLIED FOR**

As part of the recruitment and selection process you will be required to complete a medical questionnaire. This will be kept confidential and only viewed by our occupational health provider. In some cases, depending on the situation or the post, you will be required to undergo a medical or statutory health surveillance assessment by our occupational health provider.

### **OTHER PAID EMPLOYMENT OR BUSINESS ACTIVITY**

If you are in paid employment or have a business activity which you wish to continue if you are appointed to this job, the Council will consider whether this would cause a conflict with your contractual responsibilities and will act in accordance with its assessment. This will be discussed with you if you are invited to interview.

## Working in Dundee City Council

Dundee City Council employs approximately 7,000 people. The Chief Executive leads the non-political organisation, supported by Executive Directors and Heads of Service. Information about Dundee City Council's Services can be found at [here](#).

### OUR PEOPLE CHARTER

Our workforce is our most valuable and valued resource. At the core of [Our People Strategy](#) is the recognition that the continuing ability to achieving excellent services depends on the commitment, motivation and innovative working embraced by our employees at all levels in our Council. This charter is part of the Council's commitment to you as an employee and it sets out what you have the right to expect when you work here and what is expected of you.

#### What you can expect from our Council. We will:

- act with integrity, respect, openness and transparency
- value diversity
- promote fairness and equality of opportunity
- promote a culture of pride in working for a high performing Council
- value your contribution and celebrate your success
- engage, involve and support you through change
- recognise and reward the work you do
- promote your wellbeing within a healthy and safe workplace
- keep you informed and protect your interests in times of change
- consult with our trade unions and professional associations on workforce matters

#### Our Managers will lead by example, encouraging and supporting you to be the best you can be. You can expect:

- clarity on your role, responsibilities and standards of performance
- regular and constructive feedback on how you, your team and service are doing
- participation in Employee Performance and Development Review
- that ideas and suggestions that you put forward will be listened to and fully considered

#### What we ask of you

We need the whole of our Council's people, including senior leaders, professional, front-line and support staff 'to be all you can be'. We ask you to:

- be dynamic and responsive to changing customer needs and expectations
- apply our core values of fairness and equality, and pride in our city in your everyday work.
- value difference and treat people with dignity and respect
- engage and respond positively to the communities we are accountable to
- value each employee's unique contribution
- work flexibly and be open to changing circumstances, offering solutions and ideas
- remain aspirational and optimistic, with a 'can do' approach
- take opportunities to learn and develop yourself to stay motivated, talented, competent and skilled
- attend work and adhere to the employee policies and procedures and professional codes of practice
- contribute successfully in partnership with others
- recognise the needs of the whole city and our whole Council through team work and cooperation with others

Our Employee Health and Wellbeing Framework supports our People Strategy and the wider City Plan and will contribute to the Health and Wellbeing Challenges outlined in the Council Plan. It sets out our ambition to make Dundee City Council an employer of choice, to provide a positive working environment where we can do our jobs well, and make a difference to the People of Dundee.

Dundee City Council strives to be a first-class employer. We make every effort to support particular categories of job applicant and employee and are committed to promoting health and wellbeing, and fairness at work. Amongst the awards and accreditations we hold in recognition of our practice and achievements are:

- **Defense Employer Recognition Scheme** – Gold Award
- **Carer Positive award** (supporting employees who are carers)
- **Disability Confident Scheme** (positive approach to employing disabled people)
- **Healthy Working Lives** (promoting health and wellbeing of employees and improving safety in the workplace)
- **Fair Work Charter** (offering an effective voice for employees, opportunity, security, fulfilment and respect)
- **Living Wage Accredited Employer**

### Armed Forces Personnel/Reservists

Dundee City Council welcomes applications from former armed forces personnel/reservists. Many of the skills picked up during your military career could be transferred directly into a role with local government.



### Gaelic Language Plan

Like all Scottish Councils, Dundee City Council has a Gaelic Language Plan. We recognise, respect and welcome Gaelic skills when recruiting and regard Gaelic language skills as desirable.



## Living and Working in Dundee

Ensuring that working age people are in regular employment is a key contribution to building a stronger, sustainable community. We have a clear strategy of developing jobs and helping people who are unemployed.

The opening of the V&A@Dundee attracted tens of thousands of visitors in its first year. This is part of a widely acclaimed vision for the Dundee Waterfront and builds on the city's growing reputation for cultural and new media sector jobs, most recently recognised by the city securing UNESCO status as the country's only "City of Design". Dundee's economic development is significantly influenced by the digital media, academic and science sectors. With two universities and a large regional college, Dundee has one of the highest proportions of students in the UK, which is a major opportunity to create business growth. This provides a strong economic development opportunity for the city to match the peoples' skills to opportunities.

The employability pipeline approach aims to help people who are long term unemployed back into work and also support young people. The Council works with its public sector partners to adopt new approaches to taking on more modern apprentices and engaging with work placement schemes. We are also addressing employment issues through the corporate procurement strategy, a way of ensuring that there are community benefits from public sector spend in Dundee resulting in targeted local employment and skills development.

The population in Dundee is expected to increase by 6.5% to 153,697 by 2035. This increase is across all age groups and is the first set of projections in many years to predict a population increase in the city. For years Dundee sought to reverse population decline and this may be a sign that the long term strategy for jobs for the city is turning the corner and strengthening its economic role.

The [City Plan](#) for Dundee 2017-2026 outlines our vision for Dundee and the strategic priorities for the City which are Fair Work and Enterprise, Children and Families, Health, Care and Wellbeing, Community Safety and Justice, and Building Strong and Empowered Communities. It also explains what we are going to achieve and sets out ambitious but realistic targets.

The [Council Plan](#) for 2017-2022 sets out how we as a local authority will play our part in achieving the vision set out in the City Plan. The plan details the Council's vision and values, offers a strategic overview looking at the challenges facing the city and how we plan to deliver strategic priorities.

To help deliver on the priorities set out in the Council Plan and City Plan the Council's [Digital Strategy](#) will introduce new tools to deliver efficiencies and improved outcomes. The Strategy has a vision to:

- Deliver for our citizens by providing them with greater digital choice and efficiencies in service through digital optimisation;
- Unite the city through innovation and smart city infrastructure and;
- Improve the day to day lives of our citizens by using digital technologies to enhance the inclusion, health and wellbeing of all in the city.

## Frequently Asked Questions

|   |  |
|---|--|
| How often are Council job vacancies advertised?   | Every Friday. They are usually open for 2 weeks. The closing date is shown on the vacancy.   |
| What happens after I submit my online application?  | You will receive an email from myjobscotland confirming receipt. If you have any queries regarding your application, you can contact the person/section named in the 'How to Apply' section of this pack. This person/section can also be contacted if you require feedback on your application.   |
| Can I submit my CV instead of applying directly online for this, or any other, Council vacancy? | No, you can only apply online for our vacancies. Dundee City Council does not accept CVs instead of, or in support of, online applications.  |
| Can I download an application form?   | No, you can only apply online for our vacancies. If you are unable to access the internet at home, you can do so at your local library. For further information, or to find your nearest library, please visit:<br><a href="http://www.leisureandculturedundee.com/library/your-libraries">http://www.leisureandculturedundee.com/library/your-libraries</a> , or telephone 01382 431500. If you have a disability and require reasonable adjustments, please call 01382 307485 to discuss.  |
| Will my application form be accepted if it is after the closing date?                           | You will not be able to submit an online application for a post which has passed its closing date. If you have started your application on the day the post closes, you will have until midnight to complete and submit your application.  |
| Does the Council operate a Guaranteed Interview Scheme?   | Dundee City Council operates Guaranteed Job Interview Schemes for applicants with disabilities, and applicants up to age 29, who are or have been in care with Dundee City Council. You will be guaranteed an interview if you meet the essential requirements listed in the person specification for the post. More information is available in the Guaranteed Interview Scheme section of this pack.<br><br>If you are invited for interview and require any additional assistance, please contact the person/section named in the 'How to Apply' part of this pack.   |
| Will I still be considered for a Council vacancy if I have a conviction?                        | If you have declared a criminal conviction history, this will only be taken into consideration where the actual history is relevant to the specific duties of the post you have applied for.   |
| How do I apply for an Apprenticeship?   | Vacancies for apprenticeships, including modern apprenticeships, are advertised in the same way as all other Dundee City Council vacancies, on <a href="http://www.dundee.gov.uk">www.dundee.gov.uk</a> , on <a href="http://www.myjobscotland.gov.uk">www.myjobscotland.gov.uk</a> (the national recruitment portal) and via JobcentrePlus across Dundee. Modern Apprenticeships are also advertised on <a href="http://www.apprenticeship.scot">www.apprenticeship.scot</a> , where you will be redirected to <a href="http://www.myjobscotland.gov.uk">www.myjobscotland.gov.uk</a> . Craft apprenticeships, eg Electrician, Plumber, Joiner, are usually advertised in April or May each year. |