



Centre Supervisor

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Embracing diversity, committed to equality, and safeguarding children and adults



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Message from the Chief Executive

Thank you for expressing an interest in working for Cambridge City Council.

Like other organisations, Cambridge City Council has a wide variety of jobs. What is so different about us, however, is the range of activities for which we are responsible. Everything from legal work to running the planning service, from providing sheltered housing for the elderly to managing the city's car parks.

What ties us all together is our commitment to providing an efficient and effective service to the local community of Cambridge. We also have a clear vision for the sustainable development of Cambridge.

I hope that you find the information in this information pack helpful and we look forward to receiving your completed application.

Yours sincerely

Antoinette Jackson

Chief Executive

Advert

CENTRE SUPERVISOR (STOREY'S FIELD)

Hours: 120 hours per year
Contract: Permanent
Salary: £20,541 - £23,866 pro rata per annum
Location: Storey's Field Centre, North West Cambridge



As part of our new community centres, we have a number of opportunities for Centre Supervisors to join the team at Storey's Field Centre in North West Cambridge. The Centre Supervisors will assist the Centre Manager with the efficient and effective day-to-day running of the centre.

Storey's Field Centre is a prestigious new centre that will serve the residents of the new development as well as the surrounding communities in the City and South Cambridgeshire area. The centre is overseen by the Storey's Field Trust and will be managed on behalf of the Trust by Cambridge City Council.

The main elements of the role include; setting up for events and activities, security, bar work, caretaking and cleaning duties. You should be well organised and have a friendly customer focused approach. We would expect you to have previous experience of working in a community facility, arts venue, pub or similar environment, with experience of the set-up, delivery and clearing up of events.

You will contribute to building management, be safety conscious and able to work irregular hours including evenings and weekends.

There are currently 2 positions available, initially working 120 hours per year although we expect opportunities for more hours will be offered as the centre develops. These posts provide holiday and sickness cover for other Centre Supervisors. The hours will be variable and therefore the ideal applicant will be flexible to meet the needs of the service and be available to work evenings and weekends.

For further information about the post please contact Richard Brown, Storey's Field Centre Manager at richard.brown@cambridge.gov.uk or via telephone on: 01123 656696. For information about the centre please visit: www.storeysfieldcentre.org.uk

For an application pack, contact The Recruitment Team via 01223 458198, email recruitment@cambridge.gov.uk or apply online at www.publicsectorjobseast.co.uk

Job Description

JOB TITLE: Centre Supervisor

POST NUMBER: B204

DEPARTMENT: Community Services

**SERVICE: Neighbourhood Community
Development Team**

GRADE: Band 3

**LOCATION: Storey's Field Centre
(and other designated locations across the city as required)**

REPORTS TO: Centre Manager

DATE PREPARED: July 2018

JOB PURPOSE

- Deliver a high standard of customer service, health and safety, security, caretaking and cleanliness at the Storey's Field Centre and Clay Farm Centre
- Provide a satisfactory physical environment for the Storey's Field Centre and Clay Farm Centre for customers and staff
- Operate flexibly and as part of a team to ensure a safe and positive customer experience
- Assist the Centre Manager with the efficient and effective running of the centre

MAIN ROLES & RESPONSIBILITIES:

1. Provide high quality customer service including a friendly, welcoming customer facing reception and information service.
2. Take responsibility for the building, contents and site security.
3. Act as key holder, emergency contact and ensure accountable security of the premises in accordance with procedures.
4. Responsible for the physical condition of the building, furniture, equipment. Undertake regular checks and take appropriate action to report, maintain and have repaired as required.
5. Operate the heating and lighting systems, monitor use and promote energy conservation and efficiency across the site.
6. Prepare, clear and clean the building, external areas, furniture and equipment for all use and provide high quality caretaking services.
7. Ensure high standards of health and safety, operating clear procedures regarding emergency evacuation, accident, incident, damage, and undertaking regular checks and keeping clear and appropriate records.
8. Monitor cleaning standards and undertake specific cleaning duties to ensure all areas, internal and external, are free from litter, dirt, spillages and rubbish.
9. Liaise with user groups on a daily basis and support groups as approved by the Centre manager.
10. Set up and operate an occasional bar for specific events.
11. Set up and operate stage lighting, sound and other production equipment and oversee its proper use.
12. Order supplies and equipment
13. Undertake low level grounds maintenance and gardening duties.

14. Responsible for recycling and maximising use and reuse of materials.
15. Assist with events and activities and promotions.
16. Assist with reception, income and fee collection and administrative duties as required including customer surveys, monitoring and updating records.
17. Work with, support and supervise volunteers.
18. Ensure confidentiality, in all matters required, relating to the centre and Cambridge City Council
19. Attend and participate in meetings, training, events and operational activities requiring flexible and occasional unsocial hours working.
20. Carry out any other duties as required by your line manager from time to time in accordance with the grading of the post.

DIMENSIONS:

Hours:	120 Hours Annualised	People (number & titles of posts reporting to this post):	Volunteer Supervision
Finance: Budget Accounting Monitoring	Income monitoring	Liaison:	Voluntary and statutory organisations, user groups, public, community development staff and other council departments, contractors.

Person Specification

	Essential (E)	Desirable (D)	Assessment Method
EXPERIENCE			
Working in a community facility, venue or similar environment.	E		AF/ BI /
Cleaning and caretaking in a similar environment	E		AF/ BI
Dealing with incidents and decision making	E		AF / BI
Working with members of the public and a wide range of customers	E		AF/ BI
Conducting regular building checks and keeping records	E		AF BI
Event delivery, setting up for events and clearing up	E		AF BI
Working on a bar or similar	E		AF BI
KNOWLEDGE			
Understanding of the principles of Equality and Diversity within the workplace.		D	AF BI RF
Understanding of safeguarding issues related to working with children and/or adults at risk	E		AF BI RF
Understanding of health and safety at work	E		AF/ BI
Licensing law		D	AF/ BI
Knowledge of light & sound systems	E		AF/ BI
SKILLS & COMPETENCIES			
Good communication skills, both written and verbal.	E		AF/ BI
Ability to work on own initiative and as part of a team.	E		AF/ BI
Ability to prioritise tasks when under time pressure and multi task	E		AF/ BI
Basic IT skills	E		AF/ BI
Manual handling and working at height	E		AF BI
High quality customer service	E		AF/ BI
Reception , till operation, bar operation and cash handling	E		AF/ BI
EDUCATION			
5 GCSEs Grade C or above, including Maths and English or equivalent experience	E		AF
OTHER QUALITIES			
Ability to work flexible hours including evenings and weekends to meet the needs of the job.	E		BI
Good punctuality, reliability and flexibility	E		AF/ BI / RF
Polite, helpful, friendly, approachable, respectful	E		BI/RF
	E		AF / BI / AT

ADDITIONAL INFORMATION (*Delete as applicable to the role)

*Disclosure and Barring Service (DBS)

Cambridge City Council is committed to safeguarding and promoting the welfare of children, young people and adults at risk. This post is identified as involving working with these groups, or is a position of trust. Employment is subject to an acceptable DBS certificate. Further guidance will be provided at the appropriate stage of the selection process.

Assessment Key:

AF – Application Form

BI – Interview

RF – References

WS – Work Sample

AT - Ability Test

PT – Psychometric Assessment

About the City and the Council

Cambridge combines a rich history with the vibrancy and prosperity of outstanding educational institutions and modern businesses. It is an inspiring and attractive place in which to live and work. It is at the heart of a buoyant sub-region which is an area designated for major growth in employment and housing.

The Council is committed to supporting the sustainable growth of the City in housing, jobs and community infrastructure. This growth has to respect our climate change policies.

The City Council believes the community as a whole and every person in it matters. We are planning for future growth that preserves the City's best qualities, sustains its environmental, social and economic fabric and is supported by a first class transport infrastructure. Although Cambridge is a prosperous place, many people on low incomes face the challenge of high living costs, particularly for housing. The Council is committed to sharing the prosperity of economic growth in Cambridge fairly across the city and its communities.

Local economy and community

The City of Cambridge is in the east of England, 50 miles north of London. A beautiful place to live and work, Cambridge is an historic University City and market town with high quality architecture and attractive open spaces. It is also a city of national importance, being a world leader in higher education and many 21st century industries – information technology, telecommunications and commercial research, particularly the biotechnology sector.

The population of Cambridge is over 125,000. This is forecast to increase to 151,800 in 2031 as a result of new developments. The Council is working in partnership with other local Councils and external organisations to manage the planning for 47,500 new homes in the county by 2016. This has major implications for the way that the City Council delivers its services in the future.

At present 23% of the City's population are aged 15–24. A significant characteristic of the City's population is its large and diverse student population, totalling almost 27,000 (including post graduates). This is swollen further by language students attending "summer schools", which adds to a high "churn" in our population. The proportion of older people in the City has not grown in the past 10 years.

The daytime population of the City increases significantly, with high levels of commuting into the City and very large numbers of tourists and visitors. Last year nearly 4 million people visited the City. The high day time population places pressure on the City's infrastructure and heavy demands on basic Council services such as street cleaning.

Over 17.5% of the City's population are from black and minority communities and a third of Cambridge's resident population were born outside of the UK. 13% have reported a long-term activity limiting illness. The Council has a strong commitment to addressing equalities issues and celebrating diversity across a range of different needs, including those influenced by gender or gender reassignment; race and ethnicity; disability; sexual orientation; age; religion/belief; pregnancy and maternity; or marriage and civil partnership.

The Council works closely with a number of community groups to ensure that services meet their specific needs and that we have a more representative workforce.

Cambridge has one of the highest qualified work forces in the East of England with 65.8% of people having NVQ4 qualifications and above, and relatively speaking, the City is affluent.

However Cambridge is not without its challenges, this affluence does mask disadvantaged communities living in the City, with substantial inequalities between wards. Some wards appear in the 25% most deprived wards in the country, whilst others are in the top 10% of the least deprived. One in eleven people living in the City live in a household claiming Housing Benefit or Council Tax Benefit.

Access to affordable housing is also a key issue. Average house prices in Cambridge are the highest in Cambridgeshire at £361,164 (September 2013). Average earnings in the City are around £32,000. This means that it can be difficult for key workers to live close to work, due to the high housing costs within the City.

Homelessness is also a problem. The Council is landlord for around 8,000 homes in the City, and Registered Social Landlords hold some 3,000 properties.

Council Structure & Services - what we do

The Council's turnover is c.£140million each year. The range of services provided is very varied and complex. Increasing levels of partnership working, an ongoing drive for greater efficiency (for instance through shared services) and more focus on good customer service mean that we are starting to develop new models for service delivery that will drive change and different ways of working.

In addition to the traditional district council services, the City Council provides or commissions a comprehensive range of leisure and arts and community development activities. These include: swimming pools and sports facilities; the Corn Exchange (a regional entertainment venue); an internationally renowned Folk Festival; a number of free open air events in our parks and open spaces; and a range of community centres. From April 2015 these activities will be provided by a new cultural trust called Cambridge Live.

The Council allocates discretionary grants each year to enable the voluntary and not-for-profit sector in the City to improve the social, economic, environmental and cultural well being of City residents. The Council takes its role as community leader seriously and is committed to listening and responding to the concerns of local people expressed through a range of initiatives designed to consult and involve them in what the Council does.

The Council employs around 810 staff, based at various locations across the City.

To find out more about Cambridge City Council and what we do, please visit www.cambridge.gov.uk.

Political Management

Cambridge City Council is one of the five district councils in the County of Cambridgeshire. It is composed of 14 wards, with three councillors elected in each ward; making 42 city councillors in total.

The current composition of the City Council is Labour (26 seats), Liberal Democrats (13), Independent (2) and Green (1). A mayor and a deputy mayor are chosen each year from among the 42 councillors. All 42 members of the City Council meet formally at least five times a year at meetings whose principal business is to set the annual budget and to agree the policy framework for decision making.

The executive

The executive comprises the leader of the council and six executive councillors. The executive councillors make decisions relating to the major service areas.

These councillors can make decisions individually, usually at a meeting of a scrutiny committee relevant to their executive area. They also meet once a year to determine the council's budget.

Council meetings and committees

All council meetings are open to the public, although the public may be asked to leave when members discuss sensitive information.

Regulatory committees

These include civic affairs, licensing, planning, and standards.

Scrutiny committees

Scrutiny committees receive reports with background information and guidance on issues. The committee comments on the content and makes recommendations to the relevant executive councillor, who then considers these views before making their decision.

Area committees

The Area committees cover four geographical areas – north, south, east and west/central. Their purpose is to move decision making out into the community and to make it easier for people to have a say about decisions that affect them locally. At each meeting there is an open forum where local people can put questions to members about matters of concern in their areas.

People Strategy

The next few years represent a continuing period of development and change for the Council. As an organisation we need to ensure that we continue to be an 'employer of choice' and are able to recruit high quality staff who can contribute effectively to our vision for the future of Cambridge. We need to ensure that we have the employment policies, procedures and organisational structures in place to support the management of change and the delivery of our objectives.

We have some very good services, but this does not mean we are not striving to improve continually. We want to streamline and improve our business processes and simplify the way that we work to provide quality, joined up and more cost effective services.

To meet these challenges we rely on the talent, enthusiasm and commitment of our employees.

Cambridge City Council is one of the City's largest employers, with 830 staff.

Over a quarter of the Council's annual budget is spent on people related costs. We have held Investor in People status since 1995 and have achieved Chartermark in a number of our front-line services, as well as recognition for levels of excellence in several of our support services.

Living wage

The **Real Living Wage** enables a person to have a minimum acceptable standard of living with less reliance on benefits, and is calculated annually according to the cost of living in the UK. The Real Living Wage is currently £8.75 per hour.

Cambridge City Council pays the Living Wage to all directly employed staff, as well as to agency workers. We also commit to paying the Living Wage to all contracted staff engaged through our procurement processes. In November 2014 the city council received official accreditation from the Living Wage Foundation.

We are working to encourage and support other businesses in Cambridge to become accredited Living Wage employers.

In addition to the Real Living Wage, with effect from April 2018, we also pay a **Cambridge Weighting** to directly employed staff and agency workers, to bring the hourly rate to a minimum equivalent of £10 per hour.

Embracing diversity, committed to equality....

Cambridge City Council is committed to promoting equality and diversity in all that we do and to eradicating discrimination and disadvantage. The Council wants to deliver quality services in a fair and equal way to all sections of the community.

We seek to ensure that our employment policies and procedures are equitable and that our workforce reflects the wider composition of the community.

Cambridge City Council aims to:

- Promote equality
- Challenge and eradicate prejudice and discrimination
- Respect, value and celebrate diversity
- Promote tolerance
- Provide responsive, sensitive and accessible services and information
- Ensure our workforce reflects the diverse population of Cambridge
- Develop a positive, supportive and anti-discriminatory working environment for all staff

We are committed to a policy of equality of opportunity in employment and aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of gender or gender reassignment; race and ethnicity; disability; sexual orientation; age; religion/belief; pregnancy and maternity; or marriage and civil partnership. Individuals are selected on the basis of their abilities and merits according to the requirements of the job.

For further information on the Council's work in the area of Diversity & Equalities, please visit <https://www.cambridge.gov.uk/equality-and-diversity-policies-and-plans>

Cambridge City Council Competency Framework 2018- Staff

Our competency framework is important to the Council and it is seen as a vital part of what makes us successful. The framework will help a member of staff to work collaboratively as *'One Council'* in support of corporate objectives as well as contributing towards operational plans and policies. It will also encourage and support the way we engage and communicate with each other to ensure that the Council is providing innovative customer focused services to agreed standards. Below is our competency framework:

Staff Competencies

Shaping the future

- Demonstrate a positive willingness to adopt new ways of working and to display a flexible and adaptable attitude to work.
- Seek innovative approaches to work; embrace new technology and take responsibility to improve future ways of working.
- Encourage and support change; display personal flexibility and adaptable attitude to change.
- Work collaboratively with colleagues, partners and shared services.



Building the workforce of the future

- Be proactive, improving own personal performance and demonstrate responsibility for own learning, development and progression.
- Take responsibility for own actions and decisions, actively seek to address issues and concerns, handling setbacks constructively.
- Communicate clearly and honestly using language in a wide variety of situations meeting the needs of the audience and demands of the situation.
- Actively participate and co-operate in team working, acknowledge and express appreciation of the views, concerns and feelings of others.



Driving delivery

- Be aware of the Council's Vision, Corporate Plan and priorities for the future and understand how these impact on own service and role.
- Understand the commercial and financial environment in which we operate and look to make improvements to the effectiveness and efficiency of service delivery.
- Drive self and others to deliver outcomes and meet deadlines; take initiative and make things happen, to deliver the best outcome.
- Consider the use of resources, and where able, to reduce the effects on the environment and climate change.
- Deliver outcomes, meet deadlines and objectives and take initiative to make things happen.



Customer & community focus

- Treat internal and external customers consistently and fairly; actively taking ownership for customer satisfaction.
- Seek ways to improve accessibility and availability of services for our customers and the community, utilising new technologies where appropriate.
- Promote our values and challenge stereotypes and discrimination.



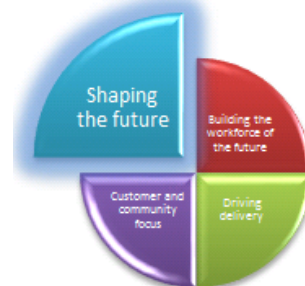
Cambridge City Council Competency Framework 2018- Leaders and Managers

Our competency framework is important to the Council and it is seen as a vital part of what makes us successful. The framework will help a member of staff to work collaboratively as *'One Council'* in support of corporate objectives as well as contributing towards operational plans and policies. It will also encourage and support the way we engage and communicate with each other to ensure that the Council is providing innovative customer focused services to agreed standards. Below is our competency framework:

Leaders' and Managers' Competencies

Shaping the future

- Demonstrate a willingness to adopt new ways of working and to display a flexible and adaptable attitude to work.
- Seek innovative approaches to work; embrace new technology and take responsibility to improve future ways of working.
- Work collaboratively with colleagues, partners and shared services.
- Act as role models for staff; taking the initiative to shape services by contributing to their development.
- Understand and assess the impact of changes for staff and services.



Building the workforce of the future

- Be proactive, improve own personal performance and demonstrate responsibility for own learning, development and progression.
- Take responsibility for own actions and decisions, actively seek to address issues and concerns, handle setbacks constructively.
- Communicate clearly and honestly using language in a wide variety of situations meeting the needs of the audience and demands of the situation.
- Take difficult decisions and drive issues to a successful conclusion, providing constructive challenge to points of view when required.



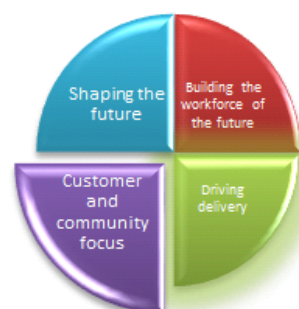
Driving delivery

- Understand the Council's Vision, Corporate Plan and priorities for the future and understand how these impact on their own service and role.
- Understand the commercial environment you are operating in, and look to make improvements to the effectiveness and efficiency of service delivery.
- Drive self and others to deliver outcomes and meet deadlines; take initiative and make things happen.
- Consider the use of resources, and where able, to reduce the effects on the environment and climate change.
- Performance manage staff; set clear challenging objectives for staff; empower others to take ownership and provide ongoing feedback on progress.
- Develop commercial considerations and think commercially whilst taking account of the Council's purpose and political priorities.
- Interpret a wide range of financial and performance information to determine strategy and delivery.



Customer & community focus

- Treat internal and external customers consistently and fairly; actively taking ownership for customer satisfaction.
- Listen to the needs of both internal and external customers and seek ways to improve accessibility and availability of services for our customers and the community, utilising new technologies where appropriate.
- Promote our values and challenge stereotypes and discrimination.
- Promote ways to improve service provision.
- Understand the wider challenges and the broader impact of delivering and improving services for customers and the community.
- Actively promote inclusion within the team and organisation; challenge and confront inappropriate language or behaviour, including bullying, harassment and discrimination.



Terms and Conditions

The following provides an outline of the terms and conditions of the post:

Salary

Each post is graded and you will be paid at a point within that grade. Appointments will generally be made at the bottom point of the band. Appointments above the bottom point should be agreed with the Head of Human Resources before an offer of employment is made.

We have an annually negotiated pay award and progression through the salary scale is based on performance in your job. There is no automatic progression within the pay bands, progression will be determined by reference to a number of criteria including performance and achievement of objectives.

The post will fall within City Pay Band 3. The salary scale points within this pay band are: £20,541, £21,074, £21,693, £22,401, £23,111 and £23,866.

Part-time posts are remunerated pro rata to hours of work.

Car Mileage

If you use your car for travel at work you will be reimbursed at the HMRC rate, currently 45p per mile up to 10,000 miles.

If you are successfully appointed, you will be required to inform your insurance company that you will be using your vehicle for business use and provide us with copies of your current insurance and driving licence.

Hours

If you are appointed to a full time post your working week will be 37 hours.

Probation Period

Appointment is subject to a six month probation period, except for new employees with continuous local government service or existing Cambridge City Council employees transferring to another post within the Council.

Politically Restricted Posts

Jobs are politically restricted if they fall into the following categories:

- Head of Paid Service (Chief Executive) and the Monitoring Officer;
- Directors and Deputy Directors;
- Assistants to political groups appointed under Section 9 of the Act;
- Officers exercising delegated powers and listed as required by the Local Government (Access to Information) Act 1983;
- Anyone designated by the Council as being in a politically sensitive post i.e.
 1. Those giving advice to Committees / Sub-Committees
 2. Those who speak regularly on behalf of the Council to journalists / broadcasters.

If a post is politically restricted this will be referred to in the offer letter and the contract.

Learning and Development

We encourage employees and managers to discuss progress in the job and also longer-term career progression. We are committed to enabling employees to develop the skills, knowledge and competencies needed to perform their jobs and to develop their potential to meet future needs. Training can take place both 'in-house' or on outside courses. In recognition of its commitment to learning and development, Cambridge City Council has achieved Investors in People (IIP) accreditation.

Pension

The LGPS Pension Scheme forms a valuable part of the Council's reward package. Employees pay contributions as a percentage of earnings (from 5.5% to 12.5% dependant on earnings level). These employee contributions are supplemented by employer contributions making the scheme a real benefit.

The scheme also provides for:

- life cover and pension for spouse/civil partner/co-habiting partner and children in the event of your death; and
- ill-health benefits should you become seriously ill.

There are further options available to allow employees to increase their contribution payments to boost their pension. Full details of the scheme can be found on the LGPS website www.lgps.org.uk

Holidays

You will receive 24 working days' holiday per year, plus Bank Holidays. Holiday entitlement rises to 29 days after 5 years' continuous local government service. Holiday and Bank Holiday entitlement for part-time employees is calculated on a pro-rata basis.

Travel to, from and within work

The Council's Employee Travel Plan has been produced with the aim to promote sustainable ways for our staff to travel to, from and within work. The main aims are:

- Reduce the environmental impact arising from the Council's travel needs.
- Demonstrate community leadership in the field of travel
- Promote a healthy workforce

Benefits Include:

- Staff bikes available for work journeys
- Discount on rail travel
- Subsidy on other public transport to work
- Bicycle Mileage
- Cycle2Work Scheme

Relocation Assistance

A relocation assistance scheme, which enables a contribution to the costs of relocation of up to £8,000 may be available.

Work/ Life Friendly Policies

Family friendly policies available to eligible employees which include:

- Salary sacrifice childcare voucher scheme (if you were already a member prior to April 2018) allowing the potential to save money on the cost of childcare
- Maternity Leave scheme (subject to eligibility criteria)
- Adoption Leave (subject to eligibility criteria)
- Paternity/ Maternity support Leave
- Parental Leave
- Dependency Leave/ Compassionate Leave
- Flexible working practices
- Counselling service for staff
- Career Break scheme

Other Benefits & Discounts

A wide range of benefits and discounts are available to employees, including:

- Free swimming in Cambridge's Public pools
- Schemes to provide discounts and offers at various local and national businesses
- Discounts available from a number of cycle shops throughout the City
- Interest free season ticket loans for public transport

Guidance Notes on the Application and Recruitment Process

This advice note is designed to assist you with your application. You should complete your application form in full. CV's and letters of application will not be accepted as a substitute for a completed application form.

Returning Your Application

Please ensure all sections are fully and clearly completed and the declaration signed, or box ticked if you are applying on-line.

Timetable	Closing Date:	12 noon, 03 October 2018
	Interview Date:	TBC

Any forms arriving after the closing date deadline will not be considered for shortlisting unless there are exceptional reasons.

Applying For this Job

As part of Cambridge City Council's Equal Opportunities Policy we want to ensure that every applicant is treated fairly. The information you provide in your application form is the only information we will use in deciding whether or not you will be short listed for the selection process.

The job description lists the main duties of the post and the person specification details the experience, skills and knowledge required. Please look at these carefully and consider how you can match them in terms of your own experience, skills and knowledge.

Tailor your application to this specific job.

Contact Details

Please enter your contact details fully and clearly so that we can contact you easily and quickly should you be short-listed.

Please note that you only enter your name on the Equal Opportunities Monitoring section of the form.

Eligibility to work in the UK

Please indicate whether there are any restrictions to your residence in the UK that might affect your right to take up employment in the UK and also whether you require a work permit.

It is also essential that you provide your National Insurance Number.

Immigration Act 2016

Part 7 of the Immigration Act 2016, known as Fluency Duty, states that Cambridge City Council must ensure that officers who carry out a role in which, as a regular and intrinsic part of the role, requires the post holder to speak to members of the public must do so to a defined level of spoken English proficiency.

Roles that are affected by the Fluency Duty will have clear statements on Person Specifications, confirming the required proficiency for the individual role being advertised. The applicant's proficiency will be assessed during the interview process to ensure they meet the proficiency requirement for the position applied for.

Safeguarding Children and Adults

We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We take this responsibility seriously and expect all staff and volunteers to share this commitment. Therefore, we ask you to declare if you have ever been the subject of a child, young person or adults at risk protection concern, allegation or investigation, even if no further action was taken. All information disclosed will be kept confidential and will only be seen by those who need to see it as part of the recruitment process.

Rehabilitation of Offenders Act, Criminal Records Checks & Basic Disclosures

Cambridge City Council is committed to the fair treatment of job applicants and existing staff regardless of whether someone has a criminal record.

The Council is registered with the Disclosure and Barring Service (DBS) to carry out Criminal Record Checks and Disclosure Scotland to carry out Basic Disclosures. A Criminal Records Check is used to assess job applicants' suitability for positions that involve working with children, young people or adults at risk, which are exempt from the provisions of the Rehabilitation of Offenders Act. The Disclosure Scotland Basic Disclosure service is used to assess job applicants' suitability for positions that require access to Her Majesty's Revenues and Customs (HMRC), Department of Work & Pensions (DWP) systems and the PSN-connected network.

Where a Criminal Records Check is required, the recruitment information/ application pack will contain the **Criminal Records Check Information for Applicants** and the post for which you are applying will therefore be exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Where a Basic Disclosure is required, the recruitment information/ application pack will contain the **HMG Baseline Personnel Security Standard Information for Applicants**.

We can and do ask you about current, unspent convictions. However, a criminal record will not necessarily prevent someone from being appointed to or employed in a post. Decisions will depend on the post and the offence(s).

Candidates will be selected on the basis of evidence of essential skills, knowledge and experience.

For posts that involve working with children, young people and adults at risk, which are exempt, all convictions, cautions, reprimands or final warnings which would appear on a DBS certificate (see below) should be disclosed, whether 'spent' or 'unspent'.

Some Police National Computer information will now be filtered and will not appear on the certificate. Cautions and convictions filtered out are set out in legislation. The legislation states that a certificate must include the following:

- Cautions relating to an offence from a list agreed by Parliament – see link below
- Cautions given less than 6 years ago (where individual over 18 at the time of caution)
- Cautions given less than 2 years ago (where individual under 18 at the time of caution)
- Convictions relating to an offence from a prescribed list – see link below
- Where the individual has more than one conviction all convictions will be included on the certificate (no conviction will be filtered)
- Convictions that resulted in a custodial sentence (regardless of whether served)
- Convictions given less than 11 years ago (where individual over 18 at the time of conviction)
- Convictions given less than 5.5 years ago (where individual under 18 at the time of conviction)

The list includes a range of offences which are serious and which relate to sexual offending, violent offending and/or safeguarding. It would never be appropriate to filter offences on this list. A list of offences which will never be filtered has been derived from the legislation and is available at the following link: <https://www.gov.uk/government/publications/dbs-list-of-offences-that-willnever-be-filtered-from-a-criminal-record-check>

This is not the complete list as the legislation also extends to cover similar offences committed under the law of Scotland and Northern Ireland or under laws relevant to the armed services.

For posts which require access to Her Majesty's Revenues and Customs (HMRC), Department of Work & Pensions (DWP) systems and the PSN-connected network "unspent" convictions only should be disclosed. You should submit the information with your application in a sealed envelope marked PRIVATE & CONFIDENTIAL. You should be reassured that this information will only be seen by those who need to see it as part of the recruitment process. If you are not shortlisted the information will be destroyed unopened.

At the interview stage, or during a separate discussion, discussion will take place about any offences or other matters that might be relevant to the post.

Please note that all shortlisted applicants for posts working with children, young people or adults at risk will be required to complete a further Declaration of Criminal Record form. All shortlisted applicants for posts that require access to Her Majesty's Revenues and Customs (HMRC), Department of Work & Pensions (DWP) systems and the PSN-connected network, will be required to complete a further Declaration of "unspent" Criminal Record form.

Failure to reveal information that is directly relevant to the post or failure to provide satisfactory explanation could lead to withdrawal of an offer of employment.

If you wish to discuss any concerns or require further information on Criminal Records Checks and Basic Disclosures you can request a copy of the Disclosure and Barring Service Code of Practice and Disclosure Scotland Code of Practice and/or of the City Council's written policy on Criminal Records Checks/ Basic disclosures by contacting the Recruitment Team on 01223 458198.

Identity

Documentation evidence will be required, at offer stage, that confirms your name, date of birth, address and national insurance number.

Eligibility to work in the UK

Documentation evidence of your status to work in the UK, by providing an original document(s) as specified by the Immigration, Asylum & Nationality Act 2006 will be required at offer stage. Information on which documents are acceptable will be provided at short-list interview stage.

Employment History

Full details of present and past employment for at least the last 3 years will be required on your application form. If you have already left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment you may have had such as work experience gained on Government training schemes, part-time work, holiday work and voluntary work.

Education, Technical and Professional Qualifications

We require details of any education you have followed, including any course which did not lead to an examination or qualification. The information you give should include details of any technical, professional or other relevant qualifications. We will require documentation evidence of any necessary qualifications required for the post.

Basic Disclosure

You will be required to undertake a Basic Disclosure check by completing a Disclosure Scotland Application Form and providing original documentation to evidence your identity (such as your passport, driving licence, birth certificate, and marriage certificate). The City Council will pay for the Basic Disclosure check and further guidance will be given to you at the appropriate stage of the recruitment and selection process.

Under the terms of the Rehabilitation of Offenders Act 1974, it is reasonable for employers to ask individuals for details of any "unspent" criminal convictions. The Act states that if an offender remains free of further convictions for a specified period (the "rehabilitation period") the conviction becomes "spent". Under the Act, a rehabilitated person is not normally required to disclose "spent" convictions when applying for a job. Special care will be taken when dealing with evidence of convictions to ensure that "spent" convictions are identified and disregarded. You should submit any relevant information with your application in a sealed envelope marked PRIVATE & CONFIDENTIAL. If you require further advice on when convictions become "spent" please contact the Recruitment Team on 01223 458198.

The Basic Disclosure will undertake a check of your 'unspent' disclosure information only and provide any relevant feedback to Cambridge City Council, with your prior approval.

If there are matters revealed in the disclosure that may affect your employment with the City Council we will discuss these with you.

Cambridge City Council complies with the Disclosure Scotland Code of Practice and undertakes to treat all applicants fairly and not to discriminate unfairly against any applicant on the basis of a conviction or other information revealed from the disclosure process. Having a criminal record will not necessarily bar you from working with us as it will depend on the nature of the position and the circumstances and background of the offences.

If you have lived abroad for a period of 6 months or more within the last 5 years, in addition to the basic disclosure check, a Certificate of Good Conduct will be required from the country you lived in. A Certificate of Good Conduct is a police records check from the relevant country as Disclosure Scotland cannot currently access overseas criminal records or other relevant information as part of its Disclosure service.

You will be expected to obtain the Certificate yourself and will not be able to commence employment with us until both the Certificate of Good Conduct and Basic Disclosure are received and cleared by us. You can find further guidance on how to go about obtaining a Certificate of Good Conduct from the country you lived in at <http://www.crb.gov.uk/Default.aspx?page=2243>. Any information received via a Certificate of Good Conduct will be handled in the same way as information received from Disclosure Scotland (as detailed above).

References

We will require satisfactory references to cover the last two years before a job offer is made, one of which should be your present/ most recent employer. Your references will be taken up if you are short-listed, unless you state that a referee should not be approached until you have been contacted. Please note: personal references are not accepted.

Employment History

We are interested in any present or past employment you consider relevant to your application. If you have already left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment or voluntary, school based activities you have been involved in which could demonstrate your skills and abilities.

Education, Technical and Professional Qualifications

We are interested in any form of education you have followed, including any course which did not lead to an examination or qualification. The information you give should include details of any technical, professional or other relevant qualifications. We will take full note of any education or qualifications gained overseas or as part of a Government training scheme. We would also like to know if you are a member of any professional bodies.

Personal Development

We are interested in any form of personal development you have undertaken. Therefore, please include details of any relevant training courses but also other forms of learning, voluntary work or responsibilities held.

Further Information

This is your opportunity to 'sell' yourself to us. You should clearly demonstrate how your knowledge, skills and experience match the requirements of the job, as detailed in the person specification and job description.

Remember, if you do not tell us we will not know. We will not make assumptions about you or your abilities or experience.

Declarations

If you are known to a Councillor or employee of the Council, we ask you to tell us so that we can make sure that all applications are treated fairly. Canvassing any Councillor or employee of this Council (ie. seeking to gain an unfair advantage through personal contacts) will disqualify your application.

Personal Details and Equal Opportunities Monitoring

Cambridge City Council is committed to a policy of equal opportunities in employment as well as service provision. To ensure that our Equal Opportunities Policy is effective we ask you to complete the Equal Opportunities Monitoring form attached to the Application form.

Shortlisting

After the closing date the application forms are read carefully to see how much each person's knowledge, skills and experience match the requirements of the job. Applicants who, in the opinion of the selection panel, best meet the requirements of the job are normally short-listed for interview.

We will write to inform you whether or not you have been short-listed for interview within four weeks after the closing date of the vacancy.

The Interview

At the interview, the panel will ask questions which are intended to allow you to expand on your application and to demonstrate the extent to which you meet the requirements of the post. You will also have the opportunity to ask questions about the job and conditions of service.

The interview panel is made up of at least two panel members who will ask each candidate the same basic set of questions and supplementary questions may be asked based on your answers.

In addition you will be asked specific questions which relate to areas unique to you e.g. previous work history.

All the interviewers will take notes throughout the interview. The notes will enable the interviewers to recall which candidate said what and thereby determine the best candidate for the job. It also provides a method of recording the interviewer's decision in a clear and consistent way.

In addition, the Council conducts tests and written exercises in appropriate circumstances and you may therefore also be asked to undertake such exercises as part of the selection process for this vacancy. If this is the case, you will usually be notified in the interview letter.

Applicants With Disabilities

The Equality Act defines a disability as 'a physical or mental impairment which has a substantial and long-term adverse effect on an individual's ability to carry out normal day-to-day activities.' This covers a wide range of impairments from mobility, sight, hearing and speech impairments to 'hidden' impairments and illnesses such as arthritis, asthma, dyslexia, epilepsy, clinical depression, mental illness, cancer and multiple sclerosis. Under the Act, the Council has an obligation to ensure that:

1. Disabled people receive fair treatment throughout the recruitment and selection process and in their employment with the Council;
2. Adjustments are made wherever reasonable to do so to allow disabled applicants to compete to the best of their ability during the recruitment process and to assist them in their employment with the Council.

The Council is committed to fulfilling these obligations.

If you require assistance in completing the application form or need to make your application in an alternative format, please do not hesitate to contact Human Resources on 01223 458198.

Disability Confident Employer

The Council is committed to all people with disabilities. The Council is now an accredited user of the Level 2, Disability Confident Employer badge. This means we have made a commitment to assure people with disabilities that we are taking practical steps to offer them positive employment opportunities and are committed to developing the full potential of employees with a disability, on an equal basis with others.



If you meet the minimum long/short listing criteria, you will be long/short-listed. If you are appointed to the role, we will explore jointly with you if there are reasonable adjustments which can be made to enable you to meet the requirements of the job.

Conditions Relating To Offers Of Employment

All offers of appointment are subject to:

Satisfactory medical clearance:

You will need to complete a medical questionnaire for submission to our Occupational Health Doctor and may be required to attend for a full examination.

Satisfactory references:

Please note: If you choose not to give permission on your application form for your referees to be approached before short list interview, they would need to be sought before a job offer could be confirmed.

Satisfactory Disclosure and Barring Service Certificates:

This is required for some posts e.g. those that involve working with children, young people and adults at risk. You will be advised if this is the case.

Immigration, Asylum & Nationality Act documentation:

You will be required to supply evidence of your status to work in the UK, by providing an original document(s) as specified by the Immigration, Asylum & Nationality Act 2006. Information on which documents are acceptable will be provided at short-list interview stage.

Fair Recruitment

The City Council puts great importance on ensuring that every stage in our recruitment process is fair and properly carried out. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated fairly even if you are not appointed. If you want to discuss why you have not been successful, please contact in the first instance the manager who interviewed you who will be pleased to give you feedback.

Any Questions?

If you have any further queries on any of the information contained in this information pack, please contact the Recruitment Team on:

Telephone: 01223 458198

Email: recruitment@cambridge.gov.uk

Website: www.cambridge.gov.uk