

Working for Us

Training and Development

The Council is committed continuous improvement in all areas. As part of this commitment we have a supportive learning environment that encourages staff to develop skills and knowledge which in turn, helps in the successful achievement of the business objectives of the organisation





Investors in People

As an accredited Investors in People award holder and a Disability Confident Employer, we value diversity and celebrate individuality across our workforce. We are committed to equal opportunities in employment and service provision and are only interested in your ability to do the job.

Our Vision, Values and Behaviours

The culture of our organisation is a 'lived culture'. We believe in;

"Making a healthy and desirable place where people want to live, work and visit."

Our Values	What this looks like	We will help you by developing your
 Conscientious	<p>This means being professional, thorough, knowledgeable, and doing what we say we will do. It means following rules and guidelines and always finding ways to learn and improve.</p>	Technical and Professional Skills
 Purposeful	<p>This means being focussed on our vision, goals and our customer needs. It means being ambitious and problem solving and being part of decision making</p>	Problem Solving and Delivery Skills
 Respectful	<p>This means being fair and supportive, open and honest, accountable for our decisions and actions and working as a team. It means taking personal leadership whatever our job.</p>	Leadership and Teamwork Skills
 Communicative	<p>This means listening to others, speaking up when things need to change, building relationships and positively influencing others.</p>	Communication and Interpersonal Skills

Safeguarding Commitment

Teignbridge District Council will comply with its legal obligations in relation to recruiting people to work with children/vulnerable adults.

Health and safety

All employees are required to take care for their own health and safety and that of their colleagues and others affected by their actions. You are required to comply with the Council's health and safety policy and any instructions, training and guidance for health and safety provided to you.

You must report to your manager or the Council's Health and Safety Officer any matter that appears to represent a danger to health and safety at work.

Managers and supervisors are responsible for ensuring that proper arrangements are made for the health, safety and welfare of their staff and others affected by their operations. These arrangements include risk assessments, training, guidance, instructions, safe working environment and safe equipment and materials, as detailed in the Council's Health & Safety Policy.

The Council's Health and Safety Policy is available in each department and on the Intranet. Ask your manager if you are unsure where to look.

Customer Service

The Council is committed to high standards of customer care and customer service to all sections of the community. All employees are required to comply with the standards of service set by the Council.

Information and computer use

As an employee of Teignbridge District Council you are expected to abide by the law. This includes the Freedom of Information Act, the Data Protection Act and the Computer Misuse Act, amongst others. Together these acts cover every type of information that the Council uses. Failure to do your job in line with the requirements of these acts can result in a personal criminal record.

For your own protection you should become familiar with the Council's ICT Security policy and Data Protection Policy. These can be found on the Intranet and in the employee handbook. Ask your manager if you are unsure where to look, but obtain a copy and read it carefully.

Data Quality

All employees are required to comply with the Council's Data Quality Strategy. You are responsible for ensuring that any information or data you collect complies with the Data Quality Objectives.

Managers are responsible for ensuring that data sets provided to others comply with the required standards.

The Data Quality Strategy is available on the Intranet. Each department has one or more Data Quality Champions who can explain the requirements to you.

Development of Shared Services

We are currently looking at ways of working with other Councils in Devon. There is a possibility this post could become part of a shared service in the future and as such there could be a change to the post-holders' terms and conditions of employment. Any proposed changes will be discussed with the post-holder and will be in accordance with any joint policies or protocols in existence at that time.

Data Protection

The organisation processes information about an individual's criminal convictions in accordance with its data protection policy / policy on processing special categories of personal data. In particular, data collected during recruitment is held securely and accessed by, and disclosed to, individuals only for the purposes of completing the recruitment process as per the General Data Protection Regulation.

The organisation is also committed to going through the proper DBS channels to establish whether or not an individual has a criminal record. The organisation will not require job applicants or existing employees to use their subject access rights under data protection provisions to provide criminal record details.

All information is processed in line with the General Data Protection Regulation.

Important, please also read the full Job Description and Person Specification Summary to inform your application and supporting statement.