



Inclusive
Ambitious
Always learning



Candidate Pack

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Applying for this vacancy

Thank you for interest in joining Bracknell Forest Council.

Please read this information before completing your application form, as it provides additional information about the council.

When completing our online application form, make sure to clearly highlight:

- why you are interested in the role
- what relevant skills and experience you have - refer to the job description and person specification

Please ensure the application form is filled out in full, as shortlisting will be based on the information you provide.

We are committed to ensuring an inclusive and accessible experience for all applicants so please contact the Recruitment team (Recruitment@bracknell-forest.gov.uk) if you require any reasonable adjustments as part of the application or interview process.

Problems?

- For application queries contact the Bracknell Forest Council Recruitment team:
Recruitment@bracknell-forest.gov.uk or 01344 352080
- For technical application issues contact the Jobs Go Public support team:
support@jobsgopublic.com

Our preferred method of application is online, but if you are unable to do this, please contact the recruitment team, as above.





Director's Welcome

Dear Candidate,

Thank you for your interest in our position.

This role sits within the Resources directorate which provides a wide range of services, shaped by the needs of our customers both within and outside the council.

Our overarching aim is to develop and deliver clear financial and people strategies and approaches that support delivery of the Council Plan objectives. We take great pride in the services we provide directly and in our key role of enabling other service areas to succeed in meeting their priorities effectively and efficiently, by helping create a sustainable, high performing workforce supported by excellent managers and leaders.

We value highly motivated individuals who are proactive in developing our practices and identifying new ways of doing things. Our dedicated staff truly are our greatest asset. This is an exciting opportunity for a talented and dynamic individual with the experience and drive to join our strong team and help us achieve our vision.

I hope that the information contained in this candidate pack will be useful in supporting your application with Bracknell Forest Council.



Stuart McKellar

Executive Director: Resources

About Bracknell Forest Council



Bracknell Forest Council is proud to be an award-winning and forward thinking organisation that knows what it's doing and where it's going. We positively celebrate Diversity and Inclusion for all our employees and residents. As one of our employees, we want you to fulfil your potential, feel valued for your individuality and feel confident bringing your authentic self to work.

At Bracknell Forest Council we are always looking for better ways of doing things. The people in our community are at the centre of all that we do. Our staff are vital for delivering innovative projects and you will be trusted to take ownership of your own work. You will have time to immerse yourself in the community and be supported by our managers and leaders to excel in your role.

A career with us means having everything you need to build on your skills. To build better relationships and communities. This is your chance to make a lasting impact.

In 2017, we celebrated the successful launch of The Lexicon; a £240m award winning shopping and leisure destination. It is the perfect place to browse the shops or grab lunch during your break.

Location

All of The Bracknell Forest Council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our main offices at Time Square are 5 minutes walk from both the bus and train stations and there is also ample parking close to our office and good cycle routes across Bracknell Forest. We are also conveniently located for transport with the M3, M4, M25 and Heathrow all less than a 30 minute drive. Bracknell Forest offer a range of flexible working initiatives to suit employee circumstances. Please check the advert if the post you are applying for is not based at the main offices at Time Square.

Values and Behaviours



In every interaction and communication, we seek to listen and understand. We make sure that there is an inclusive and collaborative culture or openness and honesty. We respect individuality, diversity and wide-ranging perspectives.

We focus on equality, people and trusting relationships.



Through our determination, we aspire to excellence and adding value in everything that we do. We work together and treat others as we would expect ourselves or our families to be treated.

We do what we say we are going to do and hold ourselves and others to account.



We strive for continuous improvement, proactively seeking development opportunities, reflecting and learning from experience.

We are adaptable, innovative, and resourceful and adopt new ways of working.

Learning and Development

It is important to us that you feel confident and able to do a good job. We actively encourage all employees to take up the wide variety of learning and development available. We offer annual appraisal meetings with your manager to complement and support the regular one-to-one discussions you have with them during the year. These are opportunities for identifying training and development requirements.

We offer a blended approach to our learning opportunities that may include face-to-face workshops (in person or on Teams), access to a range of e-learning packages, specialist share and learn staff networks, coaching and mentoring opportunities, secondments, shadowing and project working.

Working flexibly

We understand the importance of a healthy work and lifestyle balance for all our employees. That's why we have an agile working policy so that you can work remotely for the majority of the week, subject to the requirements of the role. We also have a flexitime scheme which allows you flexibility on start and finish times, and the ability to take any hours accrued in excess of your contracted hours, as either one full day or two half days each month (adjusted pro-rata in line with contracted working hours).

Naturally we always need to maintain adequate cover - so you will need to discuss with your manager and obtain authorisation.

Benefits

We want to offer our employees competitive and rewarding benefits package. We already benefit from our surroundings with six green flag recognised parks, extensive woodlands, excellent transport connections and a regenerated town centre, however all staff can make the most of the following benefits.

Recognition of continuous service from NHS/UKHSA

As a unique benefit for staff joining Bracknell Forest Council who are currently working on NHS or UKHSA terms and conditions of service, we recognise continuous service attained when calculating eligibility for the following benefits: occupational maternity and paternity leave, sickness absence entitlements and annual leave entitlement. Please note that this recognition only applies on commencement of your permanent employment at Bracknell Forest Council and may not be recognised at other organisations.

Electric vehicle leasing scheme

This provides you with the opportunity to lease an electric vehicle through our salary sacrifice scheme at a fixed monthly cost, subject to eligibility.

Find out more about our full range of [staff benefits](#).



Buying and selling
annual leave



Electric vehicle
salary sacrifice



Shopping vouchers



Discounted travel passes



Cycle to work scheme



Leisure Membership



Recognition of NHS
continuous service



...and more



Annual leave

Basic annual leave entitlement is either 25 or 28 days per annum plus bank holidays, and increases after 3 years continuous local government service by either 3 or 5 days (dependent upon grade).

Annual leave for part-time workers is adjusted pro-rata and calculated in hours.

Buying and selling annual leave

To give you extra flexibility, you have the option of buying or selling annual leave. By arrangement with your manager, you can buy up to 10 days or sell up to 5 days (subject to making sure your leave days do not fall below 20 days per year). Pro-rata for part-time staff.

Pension

Bracknell Forest Council operates the Local Government Pension Scheme, which is a Career Average Re-evaluated Earnings (CARE) scheme, open to everyone up to the age of 75. Contributions depend on salary level, for example, a salary of £28,001 to £45,600 pa contributes at 6.5%.

Car parking

If you are an essential car user you are eligible to park in our Time Square, Bracknell car park for £13 per month.

If you are a casual car user you are eligible to park at the Braccan Walk Car park for £7 per month.

Please see the vacancy's job description for your car status confirmation.



We actively encourage all employees to take up the wide variety of learning and development available.



If you are not based at our Time Square office, please speak to your recruiting manager for the car park arrangements at your site.

Car allowance

➤ Essential car allowance

If the post is designated as an Essential Car User (please see job description for confirmation), current Essential Car User rates are as follows:

Lump sum per annum: £963
First 8,500 business miles: 40.9p
After 8,500 business miles: 14.4p

Entitlement to Essential Car User Allowance is dependent upon continuing to average 3 or more eligible journeys per week to deliver services or support directly to the community (e.g. to the public/schools/council operated centres). Entitlement will be periodically reviewed.

➤ Casual car allowance

If the post carries a Casual Car User Allowance business miles are claimed at 45p per mile for the first 8,500 miles and 25p per mile thereafter.

➤ Electric vehicle leasing scheme

Mileage is paid at the following rates:

Salary sacrifice company car (electric vehicles) - 7p per mile.

Essential car users (all types of personal cars) - 40.9p per mile.

Casual car users (all types of personal cars) - 45p per mile.

The salary sacrifice company car rate and the casual car user rate are based on HMRC advisory rates and are subject to change.

Tax relief is automatically processed through the payroll for any difference between the essential car user rate and the HMRC advisory rate.

Pre-employment checks

Working in the UK

You must be entitled to work in the UK before you can start work with us.

You can [check your eligibility to work in the UK](#).

References

We require a minimum of two satisfactory references. These references must cover a minimum of 5 years consecutive employment and/or education history. If the two references do not cover the full 5 year period, you will need to supply additional referees until the full five years are accounted for. The first reference must come from your current or most current employer. If you are currently in full-time education, references will be accepted from school/colleges. The second reference must be from the employment preceding your current or most recent one. If the two references cover an employment period shorter than 5 years, please provide as many additional referees as needed from your previous employments, in a consecutive order.

Please ensure that the referees' details supplied belong to your line manager, HR representative or someone in a more senior role. We are unable to accept references from relatives or individuals writing solely in the capacity of friends or colleagues.

Additionally, please provide the referees' work email addresses rather than personal ones and ensure they are still employed by the company at the time of completing the reference.

Medical questionnaire

You will be asked about your physical ability to perform the job during interview. As a condition of the Offer of Employment, the successful applicant will be asked to complete an Occupational Health questionnaire from which our Occupational Health Advisor will assess your medical suitability to do the job. You may be required to attend a medical examination.

DBS (Disclosure and Barring Service) check

If your role is not eligible for an Enhanced DBS check, the following applies:

Rehabilitation of Offenders Act 1974

You are required to give details on the application form of all convictions, cautions reprimands, orders and warnings, except 'spent' convictions. Any information which you give will be strictly confidential and will be considered only in relation to this or a similar position for which you may be considered with us.

If your role is eligible for an Enhanced DBS check, the following will apply:

Working with Children and Adults at Risk

Bracknell Forest Council is committed to safeguarding and promoting the welfare of children and young people/adults at risk and expects all employees, workers and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

The position requires an Enhanced DBS check (formerly known as a CRB disclosure) because it involves contact with (or access to data concerning) children/young people/adults at risk. On your application form, you will need to tell us about any spent convictions, cautions, reprimands or warnings which may later appear on your DBS Certificate.

To find out more about the application process for working with children, young people and adults at risk visit:

- [working with children](#)

- [working with adults](#)

The Local Safeguarding Children's Board (LSCB) has responsibility for working together to oversee the safety and well-being of children and young people in Bracknell Forest. [Find out more about the LSCB.](#)



Equality, Diversity and Inclusion



Equal Opportunities

We are an equal opportunities employer and are committed to providing equality of opportunity to all. Our aim is to treat all employees and prospective employees with integrity, respect and consideration.

At Bracknell Forest we champion equality, diversity and inclusion and welcome applications from candidates from all backgrounds, regardless of race, ethnicity, gender, sexual orientation, disability, or age. As a Disability Confident Employer, please let us know if you need any reasonable adjustments at any point during the recruitment process by contacting our friendly recruitment team on recruitment@bracknell-forest.gov.uk.

We aim to ensure that individuals are recruited, selected, trained and promoted on the basis of ability, job requirements, skills, aptitudes and other objective criteria. In this respect we will ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origin, sex, sexual orientation, religion or belief, age, marital status or disability, or is disadvantaged by conditions or requirements which are not covered by legislation or existing codes of practice.

We encourage applications from those with a disability. We have made a commitment to guarantee an interview to any applicants with a disability who meets all the essential criteria of the person specification.

At Bracknell Forest Council, we aim to create an inclusive, ambitious and always learning workplace culture that promotes wellbeing. We empower our people to prioritise their wellbeing and support each other, ensuring they can be themselves, perform their best and deliver exceptional service to our residents.





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Terms and Conditions

Our Terms and Conditions are those of the National Joint Council for Local Government Services. Offers of appointment are subject to right to work, satisfactory references, medical clearance and if applicable to the post, a Disclosure and Barring Service check. All employees will also be required to undertake a probationary period of 6 months. Appointment onto the permanent staff will be subject to the successful completion of this probationary period.

The successful completion of your probation will be dependent on completion of the council's mandatory courses which include Equality and Diversity, Health and Safety and GDPR.

As part of the council's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

All staff should hold a duty and commitment to observing the council's Equality and Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality and Diversity legislation and council policies/procedures.

Reasonable adjustments

We are committed to ensuring an inclusive and accessible experience for all applicants so please contact the recruitment team (recruitment@bracknell-forest.gov.uk) if you require any reasonable adjustments at any part of the application or interview process, or if you join us, to support you in your employment with us.

What happens next?

Once you have submitted your application to us it will go through a number of stages. View our [recruitment process online](#).

If you would like to be kept informed about the latest job opportunities at Bracknell Forest Council you can [sign up to our jobs newsletter](#).

What happens to the information you give us?

If you are unsuccessful in your application, all data contained in your application form will be destroyed within a reasonable time frame.

The council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

