Candidate Information Pack

Welcome

Thank you for your interest in joining us. We're two local authorities working closely together and are proud to serve our communities and make a positive difference every day. When you join our team, you'll be supported by colleagues who care, enjoy access to great benefits, and work in an environment that values fairness, respect and adaptability.

This pack gives you a quick overview of what it's like to work with us.

Cannock Chase District and Stafford Borough Councils - Working Together

Some of our team's support residents in both areas, while others focus specifically on the needs of either Cannock Chase or Stafford Borough's communities.

To see how this role fits in, please look at the Role Profile and Person Specification.



Our Commitment to You

Council's Values

We are committed to practising these values in our everyday work.

- **Respect** - treating everyone with dignity, regardless of role, background, or opinion. We want our customers and employees to feel heard and valued.
- **Integrity** - doing the right thing, even when no one's looking. Integrity is about staying honest, accountable, and transparent in every decision and action.
- **Adaptability** - staying flexible when plans shift, challenges come up or there are external pressures. Being adaptable will help us to bounce back and keep moving forward.
- **Collaboration** - working together to make use of varied skills and perspectives, to deliver the best outcomes.

Equality, Diversity and Inclusion

Everyone should feel welcome and able to do their best at work. We are committed to equality, fairness and respect. We do not tolerate discrimination of any kind. We also provide training and support, so everyone understands and applies these commitments.

Disability Confident

If you have a disability and meet all the essential criteria for the job, we will guarantee you an interview under our Disability Confident commitment.

Signatory of Armed Forces Covenant

If you are an eligible veteran or reservist and meet all essential criteria, we guarantee you an interview. Serving reservists also receive support through paid leave to undertake annual training.

Training and Development

Our Councils are committed to equality of opportunity in terms of access to training and supporting continuous professional development.

Support for New Employees and Probationary Period

All new employees receive a structured induction to help them settle into their role. All roles include a probation period, during which you'll receive regular support and feedback.

Employee Benefits and Wellbeing

Pension Scheme

You'll be automatically enrolled into the Local Government Pension Scheme (LGPS). This means you'll build a secure, defined-benefit pension with generous employer contributions and protection if your health changes.

Personal and Professional Development

You'll have opportunities to grow your skills and career. If the role requires professional membership, we'll cover the annual subscription so you can stay qualified without personal cost.

Flexible Working

You can request flexible working from day one. Wherever the role allows, we'll work with you to balance your job with your home life in line with our policy.

Flexitime Scheme

Our Councils operates a flexible working hours system, which provides flexibility in your hours of work subject to the duties of your role.

Health and Safety

The Council is committed to complying with all relevant health and safety legislation. The Council does, however, recognise that compliance with legislation is only a minimum requirement, and therefore we strive to achieve higher standards.

Wellbeing

Supporting employees' wellbeing with our dedicated Employee Assistance Programme (EAP) which offers:

- Support, advice and information to help with employee's mental health and wellbeing
- Telephone access to appropriately qualified professionals for 24 hours a day, 7 days a week, 365 days a year
- Independent confidential counselling support provided by caring and suitably qualified personnel
- An online Cognitive Behavioural Therapy (CBT) programme and an extensive range of CBT workbooks

Sick Pay Scheme

Entitlement to occupational sick pay is subject to compliance with the Council's standards for reporting absence and for observing the other requirements of its sick pay and absence scheme.

Trade Union Recognition

Employees have the right to join a trade union and to take part in its activities. However, employees also have the right not to join a trade union. Unison and GMB are our recognised trade unions for collective bargaining purposes.

Car Mileage and Subsistence

Where a role requires travel using your own vehicle, you will be eligible for Casual or Essential Mileage Allowance and subsistence expenses in line with our policy.

Cycle to Work Scheme

You can save money on a new bike and spread the cost monthly through our Cycle to Work scheme.

Uniform

If your role requires a uniform, we'll provide it, so there's nothing for you to buy. Employees will be expected to wear such uniform as a condition of employment.

Equipment

We'll make sure you have the tools you need, whether that's a laptop, phone, Personal Protective Equipment or other equipment needed to do your job, so you're set up to do your best work.

Politically Restricted Positions

Some roles are politically restricted under the Local Government and Housing Act 1989. If this applies to your role, it'll be identified on the role profile.

Pre-Employment Checks

If you're successful, we'll complete standard checks before you start:

- **References -** References will be requested after a conditional offer has been made.
- **Medical Clearance -** to understand any reasonable adjustments
- **Right to Work Check**
- **Disclosure and Barring Service Check -** for roles where this is required
- **Local Government Service -** we will check to see if you have any previous continuous Local Government Service that can be transferred to the Council.