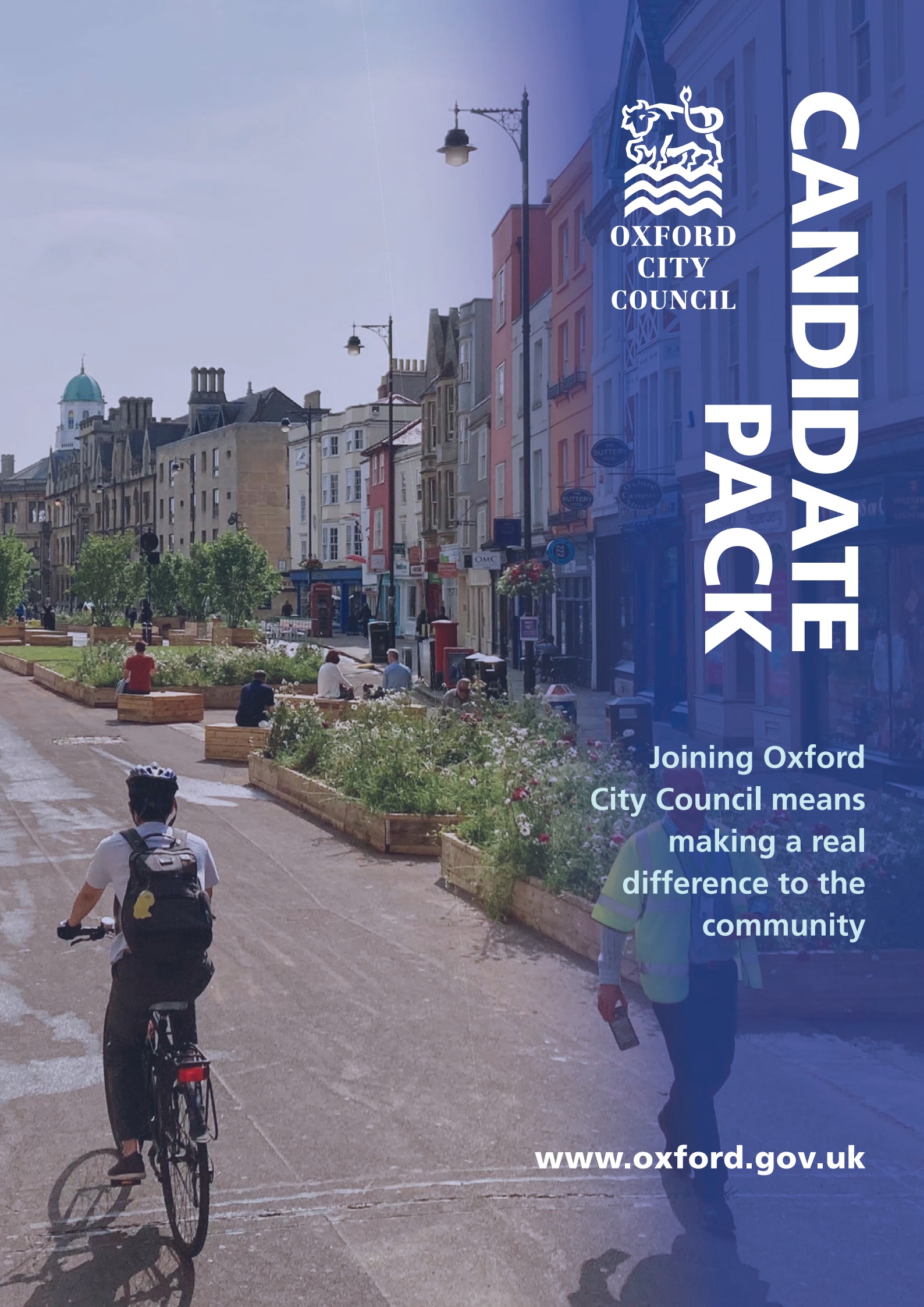


OXFORD CITY COUNCIL

CANDIDATE PACK

Joining Oxford City Council means making a real difference to the community

www.oxford.gov.uk

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Welcome from our Chief Executive Caroline Green

Joining Oxford City Council is more than just a job - it's a chance to make a real difference in our community. We're at the heart of a vibrant and ambitious city, dedicated to improving the lives of our residents and fostering a workplace where everyone can thrive.

As part of our team, you'll work alongside passionate and talented professionals, with plenty of opportunities to develop your skills and grow your career. We believe in creating an inclusive and supportive environment where your contributions truly matter.

We're excited to learn more about you and your aspirations. Best of luck in the selection process - we can't wait to welcome you aboard!

OXFORD CITY COUNCIL

About Us

We're a passionate team, all working together to make Oxford an even better place for everyone. We're pushing ahead with bold plans to build more affordable and council homes, and we're committed to tackling inequality, improving wellbeing, and leading the way on climate action and biodiversity.

You'll find us supportive, open, and full of ideas. We work together towards shared goals, value fresh thinking, and take pride in delivering great services. We own our actions and always try to communicate with honesty and respect.

It's a really exciting time to join us - come and help shape a fairer, greener Oxford where everyone can thrive.





Our Structure

Our organisational framework is designed to deliver efficiency, collaboration and a clear strategic direction.



City and Citizens
- Housing
- Community Services
- Leisure
- Customer Services
- Community Safety



Corporate Services
- Group Finance
- Procurement
- People Services
- Law, Governance & Strategy
- Information Technology
- Communication and Marketing

Place
- Property & Assets
- Planning
- Regulatory Services
- Economy, Regeneration & Sustainability
- Home Improvement

We have two wholly owned companies that carry out important public sector functions and generate an income for the Council.

Oxford Direct Services provides construction, maintenance, waste management and landscape management services.

OX Place is our housing development company, building new homes to meet local needs.



OXFORD CITY COUNCIL

Our Strategy

Our Strategy for 2024–28 is all about focusing on the things that really matter to our communities. It sets out five key priorities:

- Good, affordable homes
- A strong, fair economy
- Thriving communities
- Zero carbon Oxford
- A well-run council

We're already making great progress - together with our housing company, OX Place, we delivered over 400 high-quality, affordable homes in 2024 alone. And there's lots more to come.

We're also tackling health inequalities, helping young people get into work, and working to improve the quality of the 8,000 council homes we own and manage. At the same time, we're keeping up the day-to-day services people rely on - like waste collection, street cleaning, licensing, housing and planning.

This strategy was shaped with input from local residents and partners, and officially signed off in July 2024. It reflects what Oxford's communities have told us they need and we're excited to be putting it into action.


Our
Offer



Our Offer

OXFORD CITY COUNCIL

Pay
Roles are graded to ensure fair and consistent pay practices. For roles graded 3 to 11, a pay increment in line with the role's salary scale is awarded upon successful completion of the probationary period.

Annual Leave
29 days plus bank holidays, rising to 33 days after 5 years. Option to buy up to 24 days.

Family Leave
Enhanced maternity, paternity, adoption, parental and neonatal leave.

Hybrid Working
Most roles offer a flexible mix of home and office working.

Eye Tests
Free eye tests, with contributions toward glasses for screen use.

Travel to Work
Get a tax-free bike through our Cyclescheme or an interest-free loan for travel cards.

Give As You Earn (GAYE)
A tax efficient scheme that allows employees to donate to charities directly from their salary - before tax is deducted.

Employee Wellbeing
We're all about support and inclusivity. Our assistance programme offers free, instant access to financial, legal and emotional help. Need workplace adjustments for health reasons? We've got you covered.

Unions
UNISON and Unite represent our staff.

Personal Development
We invest in you! From e-learning to career-graded roles, we help you grow. Our leadership programme and apprenticeships (including AI) are building the skills we need to succeed.

Professional Memberships
We cover your professional fees if needed for your job, keeping you connected and up-to-date.

Employee Discounts
Enjoy discounts at high street retailers, supermarkets, restaurants, theatres and more. Plus, get discounted memberships at Oxford City Council leisure centres and local attractions.

Pension
Our Local Government Pension Scheme (LGPS) is top notch. You're auto-enrolled and the council contributes 13.8% of your pay each month. That's thousands of pounds annually!

Our Values

Just as important as what we do, is how we do it. Our values support and underpin our candid and caring culture, and set out our expectations on how we work with each other to achieve our vision.

One Team

We work together as one team with the shared aim of achieving effective strategic outcomes and organisational success

Inclusion and Respect

We communicate with transparency and respect, creating a working environment that is based on trust, honesty and integrity. We celebrate being diverse, where there are no barriers to inclusion and where we view the differences between people as a source of strength.

Service Excellence

We keep our promises and deliver an agreed standard of work to all, always learning and striving for excellence.

Stepping Up

We step up, drive it and deliver it, we collaborate, communicate and we're accountable. We do what we say we'll do.

Amazing Outcomes

We can adapt ideas and new ways of working to bring innovation and continuous improvement to the business





Our People Matter

Our people strategy sets out our mission to secure the future success of Oxford City Council by attracting, developing and retaining a talented, diverse and committed workforce and by building a productive, healthy and safe working environment. There are three strands to the strategy.

To support our priority to be a well-run council, we are focused on being brilliant at the basics, developing inspirational leaders and recruiting the right people.

To build a high-performing organisation, we are developing managers, supporting career development and improving systems and processes.

To create a positive healthy working environment, we are focused on well-being, health and safety management and diversity and inclusion.

- We value the diversity of our workforce and our communities and we are committed to building an inclusive culture.
- Employment decisions including those in recruitment, selection, promotion, training and career development are based on objective criteria.
- Our ambition is to have a workforce truly representative of the communities we serve.



For more information on our workplace equality programmes take a look at what our people say [video web address]

What Our People Say

Results from our 2025 Staff Engagement Survey

98%
said their work contributes to what the Council is trying to achieve

95%
said they are trusted to get on with their job

91%
said the Council helps deliver local community aspirations through its work

90%
said that they would like to be working at the Council in 12 months' time

94%
agree that individual differences are respected



Recruitment Process

1. **Want to chat before applying?**
   The hiring manager's contact info is on the job description.
2. **Pre-application**
   The interview date is listed on the job description, so you can plan ahead.
3. **Application Submitted**
   You'll get an email confirming we received your application.
4. **Shortlisting**
   We aim to notify candidates within two weeks of the closing date. If you're not selected for interview, you'll receive a notification once shortlisting is confirmed.
5. **Pre-interview**
   If shortlisted, we'll contact you to book an interview. If there's a task or presentation, we'll include it in the invite.
6. **Meeting with us**
   Interviews are in person or on Teams, with at least two people on the panel.
7. **Offer**
   If you're successful, the hiring manager will contact you with a verbal offer. A formal offer and contract will follow as soon as possible.

How to Apply

Apply online at www.oxford.gov.uk

Can't access the website? Call us **01865 252848**

Questions? Contact us at **peopleteam@oxford.gov.uk**

DBS Checks
(Criminal record checks)
For roles needing a DBS Certificate, provide your full work history and explain any gaps.

Interviews
Interviews are in person or on Teams. Let us know if that doesn't work for you. For hybrid roles, you'll need reliable Wi-Fi, a good workspace, and be ready for distance learning.

Thanks for your interest in Oxford City Council!



Find Us

- Oxford Town Hall, St Aldate's, Oxford OX1 1BX
- Oxford Home Improvement Agency (HIA), Unit C14 Bizspace, Southmead Industrial Park, Hawksworth, Didcot
- Oxford City Council Community Centres - directions are available on our website www.oxford.gov.uk/community centres

By Train: Oxford Train Station, and city bus links, can get you to all of our locations. The Town Hall is a 15 minute walk from the station.

By Bus/Coach: There are regular coaches and local buses into Oxford from locations across the UK.

By Road: Oxford has five Park & Ride car parks with frequent buses into the city centre. City centre car parks include the Westgate Shopping Centre, Oxpens, Worcester Street and Gloucester Green.



