

JOB INFORMATION PACK



Lincolnshire County Council is an organisation that is ambitious, people focussed and aiming for excellence. Our Vision is:

WORKING FOR A
BETTER
FUTURE

We'll do this by

BUILDING ON OUR STRENGTHS
PROTECTING YOUR LIFESTYLE
AMBITIOUS FOR THE FUTURE



**THANK
YOU**

Thank you for your interest in a job with Lincolnshire County Council.

We recognise our employees as being fundamental to our success. We aim to recruit a diverse and consistently high performing workforce. We recruit people with the knowledge and skills needed to help the organisation achieve its goals, in line with our values.

Our values define how we do things at Lincolnshire County Council. They reflect the shared attitudes, beliefs and behaviours we value in each other, the choices and decisions we make and the qualities of how we work together to deliver our vision. Our values are:

Collaborative

We are a team: we help others and work together as one team. Everyone's contribution counts and we make sure everyone feels welcomed and appreciated.

Adaptable

We are open and adaptable: we value ideas and flexibility, learning and adjusting to new situations to create an inclusive and innovative culture.

Responsible

We do what we say we will do: we are transparent, reliable and take responsibility.

Eco-conscious

We are climate conscious: we take responsibility for our impact on the environment and consider our actions.

Supportive

We speak up for ourselves and others: we listen to understand and stand up for what's right. We are kind, caring and create a culture where everyone can belong and feel respected.

We want everyone who works with us to feel included and celebrate their uniqueness. We are committed to promoting equality of opportunity, eliminating unlawful discrimination, harassment and victimisation, and promoting good relations for both employee and for the people of Lincolnshire. We also ensure that organisations we commission, to provide services on our behalf, deliver the same approach.

Fair and transparent recruitment process

We are passionate about giving all our candidates the best experience possible when applying for any of our roles.

We do this by:

- keeping you informed throughout the process and being available to answer any queries you may have
- educating our hiring managers to fully understand our recruitment processes and keeping them updated when processes change
- giving you the opportunity to succeed if you need adjustments to our recruitment process to meet your individual needs
- being committed to various programmes such as disability confident, aging better and the armed forces covenant

Equality and diversity at work

We think we are a good employer to work for. There are a range of benefits and support available to you as an employee. These include:

- having policies and procedures in place to protect you from any kind of harassment or bullying – these are taken very seriously
- a range of services to support your general wellbeing at work
- fair [pay structures](#) and a [low gender pay gap](#)
- many different types of flexible working arrangements
- support for parents and carers
- lots of opportunities for you to provide feedback on how we are doing
- regular reviews of your progress and the provision of training to help you grow and develop
- opportunities for you to join a trade union, LCC community groups or one of our staff networks:
 - Evolve – Disability Staff Engagement Group
 - Identify – Black and Minority Ethnic Networking Group
 - LGBTQ+ Staff Engagement Group
 - Employee Carers

We monitor and review our data and collect employee feedback to make LCC a great place to work for everyone.

We have an [equality, diversity and inclusion annual report](#) of information to show how we are performing and will update this to show progress each year.

HOW TO REGISTER

To apply for a job at Lincolnshire County Council, first register your details on our online system. This will set up an account for you to apply for current vacancies and so that you can track the progress of your application. Having an account will also allow you to create job alerts that will notify you of any vacancies that you may be interested in.

YOUR APPLICATION

Completing your application

The Council have two methods for you to apply; via CV and cover letter or application form. The method of application will be clearly stated on the job advert so you will know if you will need to complete an application form or submit a CV. Your application plays a key part in our recruitment process; it gives you the opportunity to provide us with key information about your skills, qualifications and experience to help us to create a shortlist of people to interview.

Personal Statement and Cover Letter Tips

When you find a job you'd like to apply for, take some time to prepare, as this will make the task much easier. Study the job description and person specification so that you can refer back to the specific skills and qualities that are required for the role when writing your cover letter or personal statement. Remember this is the first impression that you create with the hiring manager. Draft your examples and refine them carefully until you're sure that:

You have chosen the right examples that match the requirements of the person specification and that you have described your examples as well as possible.

Using the STAR method may help you structure your examples.

| | |
|-------------------|--|
| S ituation | Set the scene. Describe it in as few words as possible to make the position clear. |
| T ask | Describe what your responsibility was in that situation |
| A ction | Explain what you personally did to address the situation that demonstrates your ability and competence. Make sure you focus on 'I' and not 'we' or 'the team'. It is you that is applying for the job. |
| R esult | Share the outcomes that your actions achieved. Describe how you know the action has been a success. |

You should also consider:

- consider use power verbs such as transformed, delivered, achieved and inspired
- choose descriptive words like effective, consistent, determined and adaptable

Right to work in the UK

You will be asked whether you have the right to work in the UK. As part of your application process you will be asked to provide identification documents which we use to demonstrate that you have the right to work in the UK at interview. This is a government requirement to ensure that people are not working illegally. If you require more information on this please go to:

<https://www.gov.uk/prove-right-to-work>

Disability Confident



We are an accredited Disability Confident employer in recognition of our commitment as an employer in ensuring that disabled people are supported

and treated fairly at every stage of their selection, employment and career development.

We are committed to interviewing all disabled applicants who meet the minimum criteria of the role applied for. If you have a disability and are applying for this job please tick the box on the application form and advise us of any reasonable adjustments which are needed to ensure the interview is accessible to you. For this purpose disability is defined as any physical or mental impairment which has a substantial and long term adverse effect on your ability to carry out normal day to day activities.

Care Leavers

Lincolnshire County Council welcomes applications from Care Leavers, and is committed as an employer in ensuring that all Lincolnshire Care leavers are supported.

We will offer an interview to all care leaver applicants who meet the minimum criteria of the role applied for up to and including the age of 30. If you are a Care Leaver and are applying for a job please tick the box on the application form.

A Care Leaver is a young person aged between 16 and 25 who has left the care of Lincolnshire Local Authority after being previously looked after. To be a Care Leaver you have to have been looked after by Children Services for:

- at least 13 weeks between the ages of 14-16.
- or, has spent 13 weeks cumulatively after their 16th birthday under the care of the Local Authority.
- been the subject of a Special Guardianship Order and was in care prior to that Order being made

Conflicts of Interest

You will be asked if you have any outside business interests that may conflict with those of the Council's business. This may be an issue if:

- your private interests conflict with the Council's business
- you would be able to use your position or knowledge for personal gain

- your private interests, if known publicly, would undermine the trust, confidence and integrity in the Council



IF YOU ARE
SUCCESSFUL

References

References will be requested after a conditional offer has been made.

External candidates must supply full contact details for a minimum of two referees. One referee must be your last employer. However if you have never had an employer one referee must be a senior staff member from your last place of study. A referee must not be a relative or partner. If you are not able to do this you can supply a character reference from a professional person. You will need to state the length of time you have known the referee. All references will be taken up once a conditional offer has been made. We recommend that you contact your referees in advance to check they are willing to act as a referee for you.

Medical Clearance

All successful candidates are required to complete a pre-employment medical questionnaire and if the Council's Occupational Health provider considers it necessary, a medical examination before appointment may need to be undertaken.

Disclosure & Barring Service checks

Posts involving work with vulnerable groups, including children, will require a Disclosure & Barring Service check and subscription to the DBS online service. The suitability of all prospective employees will be assessed during the recruitment process in line with this commitment. Further information on the Council's Criminal Records Check policy can be viewed by clicking [here](#).

For further information on the DBS online service please click on this link: <https://www.gov.uk/dbs-update-service>. Criminal record information is dealt with in accordance with the Disclosure & Barring Service Code of Practice which can be viewed by clicking [here](#).

Conditions of service

The majority of roles in Lincolnshire County Council are subject to the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (referred to as the Green Book), the local Collective Agreement on the Pay & Grading Review and Lincolnshire County Council's Local Scheme of conditions of service for Local Government Employees and any other arrangements which have been negotiated locally. For more information please click [here](#).

There are also roles which are paid on other arrangements including those for Teachers, Uniformed Fire Fighters, Soulbury (Educational Psychologists, Educational Professionals) and other locally agreed arrangements.

Terms and conditions differ for relief staff and will be detailed in the advert text of the vacancy.

Travelling to Work

The Council is committed to minimising pollution and promoting sustainable travel. The Council encourages all employees to use sustainable modes of travel, rather than travelling alone by car, when commuting to work.

The job description will confirm if the post holder will be required to travel to undertake the duties of the post. Mileage is payable in accordance with the Local Scheme. The Council has a scheme for contract hire and a contracted provider of daily rental vehicles. Further details are available on request.

If you are not a car user or are unable to drive as a result of a disability, consideration would be given, in consultation with you, whether alternative arrangements could be made to enable you to carry out the duties of the post.

Pension

Depending on the job you may pay into the Local Government Pension Scheme, the Teachers' Pension Scheme, Firefighters' Pension Scheme or the NHS pension scheme. Eligible employees are automatically enrolled into the pension scheme that is relevant to the role. Successful candidates can choose to opt of the pension scheme once

they have commenced employment or to purchase a personal pension. Further details will be supplied on appointment.

Leave

The entitlement to annual leave varies in accordance with the level of the grade of the post and is pro rata for part time employees:

| Job Grade | Less than 5 years Continuous Local Government Service | 5 or more years Continuous Local Government Service |
|-----------|---|---|
| 1 to 7 | 25 Days | 30 Days |
| 8 to 16 | 28 Days | 33 Days |

Probation

All new employees to Lincolnshire County Council are subject to a six month probationary period before an appointment is confirmed. This may be ended earlier or extended following discussions with the manager and employee concerned.

Politically Restricted Posts

If a post is advertised as politically restricted and you were the successful candidate the Council would be unable to offer you the position if you:

- stand as a Councillor, MP or MEP;
- hold office in a political party;
- canvass at elections;
- publicly support a political party.

Further information on the Council's Politically Restricted Posts Policy can be found by clicking [here](#).

Criminal convictions

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position you are applying for and the circumstances and background of your offences.

Under the Rehabilitation of Offenders Act 1974, you only have to declare unspent convictions. However, if the post for

which you are applying is one which is an exception under this Act, you must give full details of everything on your criminal record. If this is the case it will be clearly indicated in the advert. For further information please look at the Council's [Rehabilitation of Offenders and Self Disclosure Policy](#).

Employment Policies

LCC employment policies are available to view at <https://professionals.lincolnshire.gov.uk/employment-manual>

Monitoring Information

In this section we ask you to provide us with your ethnicity and other personal information for recruitment monitoring purposes.

Lincolnshire County Council is committed to achieving fairness and equality in employment as contained within the Council's Equality and Diversity policy. We aim to ensure that unfair discrimination does not take place at any stage of employment including within the recruitment procedure. By completing this monitoring form you will be supporting the council in meeting its commitments to review and monitor the effectiveness of the recruitment procedure and help us ensure that these procedures are open and available to everyone. This information will be stored securely and confidentially and will not be taken into account when making the appointment.