

## Candidate pack

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# Applying for this Vacancy

**Please read the information in this document before you complete your application form. It is intended to support your decision in applying at Bracknell Forest Council.**

When filling out our online application form, you will need to make clear:

- Why you are interested in the position
- What relevant skills and experience you have (refer to the Job Description and Person Specification)

Please complete the online application form in full as shortlisting will be based on the information provided on your application form.

## Problems?



For application queries contact the Bracknell Forest Council HR Support Hub:  
[Recruitment@bracknell-forest.gov.uk](mailto:Recruitment@bracknell-forest.gov.uk)



For technical application issues contact the Jobs Go Public support team:  
[support@jobsgopublic.com](mailto:support@jobsgopublic.com)



0207 427 8250

**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 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 & 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.

The Bracknell town centre regeneration in 2017 saw the successful launch of The Lexicon; a £240m award winning shopping and leisure destination, with work on the next phase in full swing.

## Location

The Bracknell Forest council offices are located in East Berkshire. Bracknell benefits from a regular rail service from Reading to London Waterloo. Our offices 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.

## Values and Behaviours

The council shares a set of values that we try to demonstrate in all that we do.

We show that we have these values in what we do, and how we do it.

It's important that we can learn and change; that we can find ways to solve problems; that we do the right things in the most cost-effective way; that we help to make things happen; that we are business-like in understanding risk, change and affordability; and, that we work well with others in a positive and inclusive way.

If this sounds like the sort of people you'd like to work with, then we think we would like to work with you!



**Everything we do is about creating a better legacy for our employees, our places, for everyone who lives in our communities. We enable our people to be part of our journey by giving them fantastic opportunities for growth, a strong sense of ownership and a huge scope for impact.**



# Working Flexibly

We understand the importance of a healthy work and lifestyle balance for our staff. Unless you are eligible for TOIL, our flexible working scheme will give you some flexibility in your working day.

There are always occasions that arise that you don't want to miss and just wish you could come into work late/ early. Using the flexitime system, you can take time off without using your annual leave. You will be able take up to one full day or two half days off each month if you have worked beyond your contract hours.

Naturally we always need to maintain adequate cover - so you'll need to check the situation with your manager.

## Benefits

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



Buying and selling  
annual leave



Shopping Vouchers



Dental Plan



Travel Benefits



Leisure Membership



...and more!



## Annual Leave

Basic annual leave entitlement is either 24 or 27 days per annum, 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 & Selling Annual Leave

To give you extra flexibility, you have the option of buying, selling or banking annual leave. By arrangement with your manager, you can buy or bank 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 £21,001 to £34,000pa contributes at 6.5%.

## Car Parking

There is restricted parking at our town centre offices, but heavily discounted parking is available. Alternatively, the bus and train station are nearby.

## Car Allowance

### Essential Car Allowance

If the post is designated as an Essential Car User. Current Essential Car User rates are as follows:

Per mile 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.

## 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 use a formal appraisal process and electronic training needs analyses to identify skills gaps and personal development opportunities.

As well as face to face workshops, we support coaching and mentoring opportunities, secondments, project working and access to a range of e-learning.



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

# More About Applying

## References

Please give the names and addresses of two people who will provide a reference. At least one should be from your current/last employer, but references from school/colleges are also acceptable. If you give a home address for a referee, please indicate which employer or school/college they represent.

For posts in contact with children/young people or adults at risk employment references will not be accepted from relatives or people writing solely in the capacity of friends. However, your referees may include someone you know with standing in the community.

## 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 & 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.

Successful completion of probation will be dependent on completion of the Council's mandatory courses which include Equality & Diversity, Health & 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 & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures

## 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: [Check if you need a UK visa - GOV.UK \(www.gov.uk\)](https://www.gov.uk)



# Equality, Diversity & 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.

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.





## 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.

### 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.

## What happens next?

Once you have submitted your application to us it will go through a number of stages.

[View our recruitment process online](#)