

Recruitment Booklet

Thank you for your interest in our jobs and careers website.

This recruitment booklet explains how to apply for a Thurrock Council job or, Partnership and also helps you learn a little about us. If you would like to discuss any part of this booklet, please phone or email the named person in the advert. We hope that the information in this booklet is useful and helps you decide whether to apply for a job with us.

Your application pack

Your application is important to us. To help you decide whether you want to apply for this job, we have included the following information on our website.

- ❑ Application form – you must fill this in and return it to us before the vacancy closure date.
- ❑ Covering letter – this includes the date we must receive your filled-in application form by.
- ❑ Job Profile (including behavioural profile) – outlines the Key Corporate accountabilities and the Key Service related accountabilities for the job and the behaviours needed to carry out these successfully.
- ❑ Person specification – this sets out the knowledge, skills and experience we expect you to have, which we will use to assess how suitable you are for the job. We call these ‘criteria’ and they are taken from the job specification.
- ❑ Advert – This will give you details of the position and how to apply
- ❑ Recruitment Monitoring form – the questions you are asked in this form are not forwarded with your application for short-listing. The answers you provide are for government statistics. Therefore Recruiting managers will only assess your skills and experience detailed in your application and supporting statement.

Applying for the job

Before you fill in your application form, you may want to do the following

- ❑ Read the Job Profile and Person Specification carefully.
- ❑ Decide whether or not you believe you meet at least the minimum criteria needed to do the job, if you do you may continue by applying online at www.thurrock.gov.uk/jobs, or filling in an application form. If you have any questions about making your application, please contact the Recruitment Team on 0870 787 1176.

Application form

1. Make sure you fill in the top section of the application form, giving the Post Title you are applying for, and the Post Number.
2. Consider how the essential knowledge, skills and experience that you have match what is needed to do the job (as shown in the person specification). The desirable criteria are the knowledge, skills and experience that would benefit someone doing the job. Please make sure that you highlight aspects of your knowledge, skills and experience that meet the essential criteria and so support your application for the job. You should include this information in your personal statement.
3. Please ensure you fill in all sections of the form, continuing on a separate sheet if necessary.
4. In order to ensure the continued development of our Equal Opportunities Policy all applicants are asked to complete the monitoring form. You are not obliged to answer all questions, but the more information you

supply the more effective our monitoring will be. If you choose not to answer questions it will not affect your application. The information you supply here is confidential and will be used solely for monitoring purposes.

5. Return the application form by the closing date (as shown in the advert).

Curriculum vitae (CV)

We will only accept your CV as long as it is attached to a Thurrock Council Application, and Recruitment Monitoring Form. However, you will still need to complete these forms in full.

Response

As we receive many job applications, we cannot acknowledge that we have received your application. We will only contact you if you are short-listed for an interview. If you do not receive any correspondence from us within 6 weeks, please assume that your application was not successful. If you want confirmation that we have received your application, please enclose a stamped addressed envelope with your application, or alternately telephone the Recruitment Team or email recruitment@thurrock.gov.uk.

Selection

If you are selected for interview, we will phone, write and email your interview to advise you of your interview details. Interviews always involve the line manager. Some selection processes include a test, for example, presentation skills, listening skills, and so on. If this is the case, we will inform you at short-listing stage.

Disabled applicants

We are committed to best practice in how we recruit, train and retain all employees. Disabled people are fully included in this commitment. We encourage applications for employment from disabled people. If you are (or were) a person with a disability, please tell us if there is any adjustments we need to make which would help you apply for this job.

If the information you provide on your application form and supporting statement shows how you meet the essential criteria (shown in the person specification), we guarantee that we will interview you for the job. If you are invited for interview please tell us if you have specific requirements. We will keep this information strictly confidential to those involved in the recruitment and selection process and will not give it to any other person without your permission.

Recruitment and selection

Our Recruitment and Selection Policy says:

"Thurrock Council aims to recruit a diverse and consistently high performing workforce with the necessary knowledge and skills to help us realise our goals in line with our vision and values. This will be achieved by ensuring that our recruitment process is fair, consistent, transparent and cost-effective, within the framework of our diversity principles and practices".

As a result, it is essential that we employ the right people. Our principles for recruiting employees are as follows.

- Recruit the right people into the right jobs at the right time and in the right numbers, in a fair, consistent, and cost effective manner.

- Achieve a workforce that reflects, at all levels and in all occupations, the diversity of the community and customers served.
- Practice fair and transparent recruitment and selection in line with best practice.
- Ensure that all appointments throughout the Council's service are made on the basis of clear and justifiable job criteria.
- Ensure that all recruitment and selection processes and decisions are in line with the accreditation standards for "Positive About Disabled People" (Two Tick Symbol).
- Ensure that all recruitment and selection processes and decisions conform to the requirements set by legislation and are undertaken in accordance with related Council policies.
- Practice safer recruitment to ensure the safeguarding and promotion of the welfare of children and young people and vulnerable adults.
- Ensure that the recruitment and selection of staff is conducted in a professional, timely and responsive manner; and
- Provide appropriate training, development, and support to those involved in Recruitment and Selection activities. Any member of staff involved in the selection of employees should satisfy themselves that they are appropriately trained on the Thurrock Council recruitment training programme.

Rehabilitation of Offenders Act 1974

For certain posts, including those involving access to children and other vulnerable groups, you may have to tell us about all your criminal convictions and cautions whether spent (cleared from your record after a certain period of time) or unspent (still on your record) under the terms of the Rehabilitation of Offenders Act. To make sure that we follow this Act and do not discriminate against people unfairly, we have adopted a **Policy on the Employment of Ex-Offenders**.

We will recruit people using clear and justifiable job-related criteria. We aim to make sure that we do not treat anyone unfairly, including discrimination because of criminal convictions.

To meet this aim, we will:

- ❑ Ask only about 'unspent' convictions, unless the type of vacancy allows us to receive details of your whole criminal record;
- ❑ Make sure that all those involved in the recruitment process have been suitably trained;
- ❑ Carry out an unbiased assessment when considering the relevance of a previous conviction; and discuss any offences and the circumstances with you at the interview or in a separate meeting. If you have a criminal record, you will not automatically be barred from working for us. We will base our decision only on the type of position and the circumstances and background of the offence. If you would like to see a full copy of our Policy on the Employment of Ex Offenders, please contact The Recruitment Team.

In line with national legislation we have also adopted a Safer Recruitment process within the Recruitment Policy. This sets out the standards and requirements that apply when we carry out recruitment and selection for positions that involve contact with children or vulnerable people (or both). It is essential that we take all reasonable steps to protect children and vulnerable people who receive our services or who are in our care. If the post you are applying for is exempt from the Rehabilitation of Offenders Act or is covered by our Safer Recruitment Policy (or both), we will have mentioned this in the advert and will have sent you an applicant declaration form in your pack.

Asylum and Immigration Act 1996

Under Section 8 of the Asylum and Immigration Act 1996, we must not employ people who do not have the right to live or work in the UK.

As a result, if you continue with your application and we ask you for an interview, you will need to bring with you **one** of the documents from **List 1** below or one of the **combinations of documents** from **List 2** below.

List 1 – Documents you can provide on their own

- ❑ A passport showing that you are a British citizen, or have a right to live in the United Kingdom.
- ❑ A national passport or national identity card showing that you are a national of a European Economic Area country or Switzerland.
- ❑ A residence permit issued by the Home Office to a national from a European Economic Area country or Switzerland.
- ❑ A passport or other document issued by the Home Office which says that you have a current right to live in the United Kingdom as the family member of a national from a European Economic Area country or Switzerland who lives in the United Kingdom.
- ❑ A passport or other travel document that shows you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- ❑ An application Registration Card issued by the Home Office to an asylum seeker saying that you are allowed to work.

List 2 - First combination

- A document giving your permanent National Insurance number and name. This could be a P45, a P60, a National Insurance card or a letter from a government agency.

And one of the following

- A full birth certificate issued in the United Kingdom, which includes the names of your parents.
- A birth certificate issued in the Channel Islands, the Isle of Man or Ireland.
- A certificate of registration or naturalization saying that you are a British citizen.
- A letter issued by the Home Office to you, which says that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- An Immigration Status document issued by the Home Office to you, which says that you can stay indefinitely in the United Kingdom, or have no time limit on your stay.
- A letter issued by the Home Office to you, which says that you can stay in the United Kingdom, and this allows you to do the type of work we are offering.
- An Immigration Status document issued by the Home Office to you which says that you can stay in the United Kingdom, and this allows you to do the type of work we are offering.

List 2 - Second combination

- A work permit or other approval to take employment that has been issued by Work Permits UK.

And either of the following

- A passport or other travel document that shows that you can stay in the United Kingdom and can take employment covered by the work permit.
- A letter issued by the Home Office to you confirming that you can stay in the United Kingdom and can take the employment covered by the work permit.

Data Protection Act 1998

We will keep all the information you give us in connection with your application confidential. We will only use the information in relation to your application and for statistical and monitoring purposes. We will not give the information you give in the recruitment monitoring form to those responsible for selection.

Community Priorities

We are committed to delivering our community priorities, and believe that we will best achieve this through valued and motivated staff.

We believe our employees should be treated fairly, and we show this through a range of employment policies including:

- ❑ Religion & Belief
- ❑ Recruitment and Selection;
- ❑ Health and Safety;
- ❑ Learning and Development
- ❑ Harassment and Bullying
- ❑ Code of Conduct;
- ❑ Disabled Persons Employment Policy
- ❑ Race, Gender and Disability Scheme
- ❑ Single Equality Scheme
- ❑ Trade union Facilities agreement
- ❑ Smoking
- ❑ Sexual Orientation in the Workplace

We also have a set of general conditions, which apply to our employees and include:

- ❑ Hours of work;
- ❑ Holidays;
- ❑ Absence; and
- ❑ Pensions.
- ❑ Pay and Reward

Details of these are set out in the contract of employment for new employees.

Equal Opportunities Policy

Our Equal Opportunities Policy says:

"Thurrock Council recognises that equal opportunities is a fundamental development issue if it is to maximise the best use of the Human Resources, talents and skills of a reduced workforce.

The policy aims to provide a basis on which to develop good employment practices for the benefit of our existing staff and potential employees, in accordance with the provisions of the Race Relations Act, the Sex Discrimination Act and the Disabled Persons Act. It will also serve to improve the standard of service delivery to our customers."

In putting this policy into practice, we aim to do the following:

- ❑ Create an environment which, through the people we employ and their individual behaviours and actions, values diversity including differences in:
 - Culture;

Recruitment Team, Thurrock Council, Civic Offices, New Road, Grays, Essex, RM17 6SL
Email: recruitment@thurrock.gov.uk Tel: 01375 652965

- Age;
 - Race;
 - Sex;
 - Disability;
 - Sexual orientation;
 - Gender reassignment (the process of changing sex);
 - Same sex partners;
 - Class;
 - HIV status;
 - Religious beliefs or faiths;
 - Caring responsibilities for dependants;
 - Unrelated criminal convictions;
 - Marital status; or
 - Trade Union membership.
- ❑ Create an environment where all staff ask for, take account of and give their different opinions and experiences to develop new solutions, creative ideas and added value for our customers.
 - ❑ Develop a workforce that reflects, at all levels and in all occupations, the diversity of the community and customers we serve.
 - ❑ Create a discrimination-free working environment that treats people with fairness, dignity and respect and where the talents and resources of all staff are used to the full.
 - ❑ Create more opportunities for all groups to apply for and secure jobs and promotion, and for individuals in under-represented groups to compete on equal terms.
 - ❑ Create more opportunities for all staff to develop and progress within the organisation.
 - ❑ Achieve increased motivation, commitment and productivity of all staff, and keep skilled and experienced employees in a competitive marketplace.
 - ❑ Develop our reputation as a progressive and fair employer and reduce the likelihood of any legal action against us in this area.
 - ❑ Promote equal opportunities and celebrate diversity.”

Staff Support networks

We are committed to equal opportunities for everyone. To achieve this, we may need to give extra support to people from under-represented groups. As a result, we support and work in consultation with staff support groups and networks. Currently these include:

- ❑ BME Staff Forum;
- ❑ Lesbian, Gay, Bisexual and Transgendered Staff Forum;
- ❑ Women’s Staff Forum;
- ❑ Disability Staff Forum;
- ❑ Corporate Staff Forum.

Disabled people

As a ‘Two Tick’ employer, we recognize disabled staff’s rights to be considered fully and fairly in all aspects of employment.

To continuously achieve the commitments of the Positive About Disabled People Two Tick employer award, we will:

- ❑ Interview all applicants with a disability who show they meet the minimum criteria for the job;
- ❑ Make sure a system is in place to discuss (at any time, but at least once a year) with disabled staff what can be done to make sure they can develop and use their full abilities;
- ❑ Make every effort to make sure that when staff become disabled, they stay in employment;
- ❑ Take action to make sure all staff develop the appropriate level of disability awareness needed to make these commitments work; and
- ❑ Carry out a yearly review on what we have achieved, and plan ways to improve on these achievements.

Access to Work is a programme run by the Department for Work and Pensions. It provides support to disabled people to help them overcome work-related obstacles resulting from their disability.

It offers practical advice and help in a flexible way that can suit people's needs. As well as giving advice and information, Access to Work helps towards any extra employment costs that result from making a reasonable adjustment. For example, it can help pay for equipment to help a disabled person in the workplace.

About Thurrock

We have a long and celebrated history; Thurrock once played a vital role in the defence of the region, the capital and the realm. Our ports were once part of the lifeblood of Britain's connection and trade with the rest of the world and our quarries provided the bricks and cement that built the factories and homes of the industrial Revolution.

We have much to be proud of: Thurrock's network of busy towns and picturesque villages has a population that is growing and thriving. Alongside these areas of peace and beauty, Thurrock is also home to one of the largest shopping complexes in Europe.

All of this is just 40 minutes from the heart of The City...

Why Thurrock?

Situated midway between the Thames Estuary and London, Thurrock is at the heart of one of the biggest and most ambitious regeneration programmes in the country. It is changing rapidly, making huge improvements and increasingly becoming a great place to live, work, bring up your family and do business.

Thurrock's population is growing. We expect to see a large increase over the coming years and Thurrock Council, the Development Corporation and All our community partners are working closely to ensure our existing communities benefit from this growth and that new communities are welcomed and supported.

This does not just mean an increased population; it means new schools, new health facilities, nearly 20,000 new homes and better transport. Essentially, it means more opportunities for everyone.

However, it also means working to protect the existing, historic Thurrock that we love and enjoy while benefiting from the new homes, businesses and jobs that regeneration will bring.

Thurrock's Vision

"We want Thurrock to be at the dynamic heart of the Thames Gateway, a place of ambition, enterprise and opportunity, where communities and businesses flourish and the quality of life for local people is continually improving"

We cannot deliver this vision all at once so, with our partners, we have developed priorities for action.

Good for Business

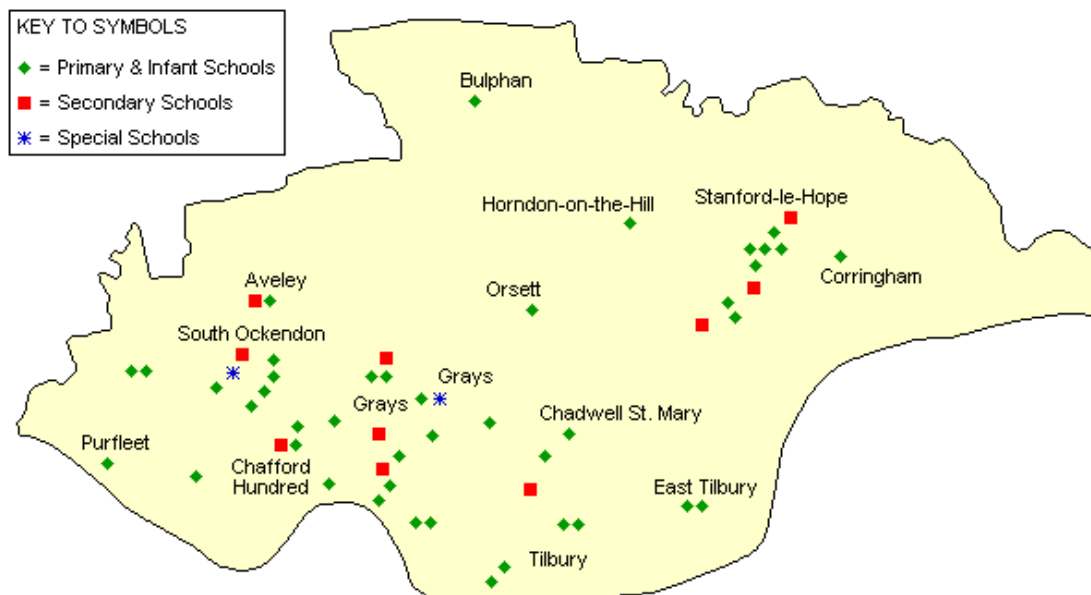
To appreciate Thurrock's true importance to British business and industry, you need to know that over a third of the UK's population and a similar level of all UK businesses and commerce are within 90 miles of Tilbury Port; a key industrial site in Thurrock.

Our involvement with the Development Corporation's multi-million pound regeneration programme is estimated to have provided 26,000 new jobs by its completion in 2021.

Good for Families

Thurrock's schools' performance is improving. In 2007 the borough achieved 100 per cent Specialist status, meaning every school in Thurrock receives additional funding to concentrate on an area of expertise.

Crime and residents' fear of crime are going down, satisfaction with waste collection and recycling is going up and we have one of the lowest Council Tax rates in the country.



Good for enjoying

We have acres of unspoilt natural beauty right on your doorstep, alongside sports centres, golf courses, a theatre and let's not forget, one of Europe's largest shopping complexes at Lakeside.

A Future to be Proud of....

More than £1 billion will be invested in the area over the next decade. That means tens of thousands of new jobs and new homes; it means breaking new ground in education and improving health facilities. It means brighter, cleaner town centres and a cleaner, greener environment.

Training and education are top priorities in 21st century Thurrock too, with exciting projects bringing new skills and new learning opportunities to the borough.

A National Skills Academy for live performing arts is set to be based in Thurrock, as is the relocated Royal Opera house's production facility. These are just two examples of the world-class training and excellent career potential being developed in the borough.

The recently opened Riverside Youth Development Centre in Tilbury is a good example of further creative opportunities, providing exciting facilities for young people, including music-recording studios.

There are five key areas identified for regeneration in Thurrock: London Gateway (Shellhaven), Tilbury, Grays, Lakeside/West Thurrock and Purfleet.

The Tilbury Fort and Coalhouse Fort are being developed into important heritage centres, while in Purfleet the recently opened RSPB Rainham Marshes is a beautiful and nationally important environmental Centre.

Thurrock on the River Thames

Thurrock Council is a unitary local authority along the East Thames Corridor in the southeast of England. Thurrock has borders with Greater London to the west, the River Thames to the south, and the county of Essex to the north and east.

Being both on the river and right next to London, Thurrock is served with excellent communication links. The M25 London Orbital Motorway, the high-speed rail links leading to the Channel Tunnel; the local railway line providing direct access to Central London, the Port of Tilbury and the City of London Airport make Thurrock an important national and international centre.

