

# Notes for applicants

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# South Norfolk at Work

To assist in your application and decision to work for South Norfolk Council, this guide is aimed at providing some general information on the Council. If you have any specific questions after reading the guide, please either contact the manager indicated on the advert or the HR Team.

## Working for South Norfolk

### Working Well

A recent Audit Commission assessment rated us as “Performs Well”. A significant achievement under the new inspection regime.

### Our Culture

We have a friendly and customer-focused culture which aims to give value for money to our residents. Our open plan office and informative intranet site encourages us to work in a transparent way and ensures we are all aware of what is happening.

## Staff Benefits

### Flexible Working Options

Flexi-time, job share arrangements and working from home, some of the options supported by our “Finding The Balance Policy”

### Career Development

Our annual appraisal scheme will allow you to highlight your individual training needs annually. We also support professional qualification schemes and management development. Our unique ‘learning hour’ gives staff protected time to attend a weekly session on a variety of topics or for self-study.

### Free Car Parking

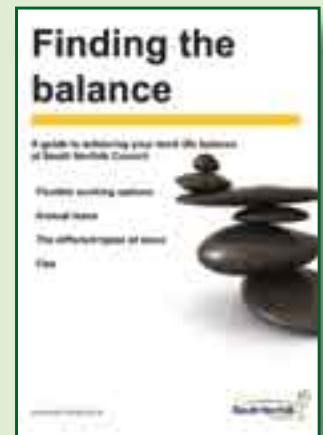
Available to all employees.

### Pension Scheme

The Local Government Pension is a final salary scheme and open to new permanent members of staff and most temporary staff. Existing members can transfer their service.

### Childcare Vouchers

Childcare vouchers are available to all staff who have childcare responsibilities.





## South Norfolk - the office

Our main office is a purpose built, open plan site in the village of Long Stratton, which sits on the A140 Norwich to Ipswich road, providing easy access to a main county route and public transport.



Our refuse collection is co-ordinated from our Ketteringham Depot in Hethersett and we have three leisure centres in Long Stratton, Diss and Wymondham.

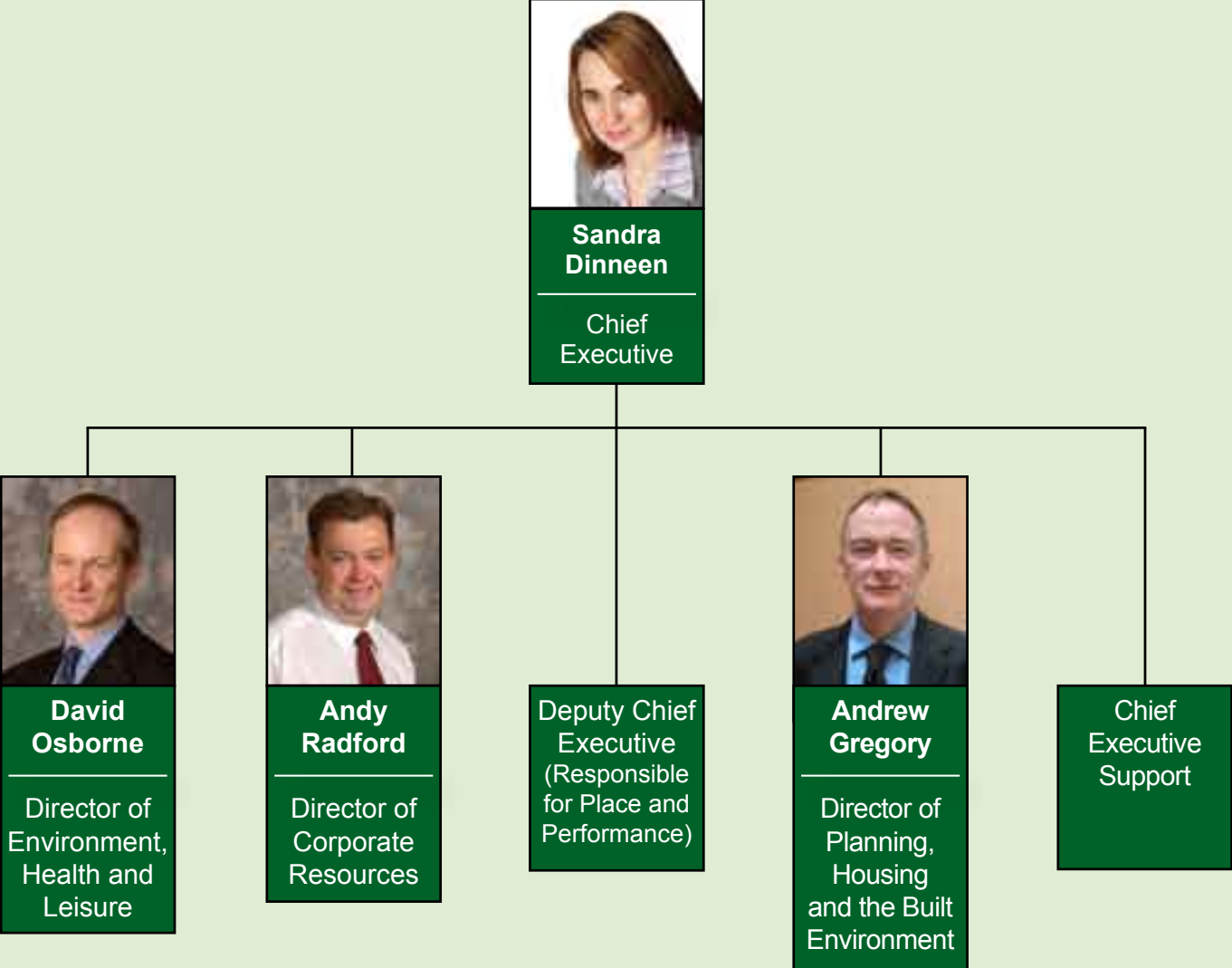
Council employees run a Sports and Social Club which organises a wide range of activities through the year. There is also the Staff Forum and recognised unions to keep staff fully informed.



## South Norfolk - the structure

Our political structure is made up of 46 elected members, representing 36 wards. The present membership is 39 Conservative and 7 Liberal Democrats, (May 2007).

Our Senior Management Structure is best shown below:



## Conditions of Service

Full details and conditions applicable to specific posts will be given to successful candidates, however, the main conditions of service are as follows:

**General** – Conditions of service are broadly in accordance with the agreement made by the National Joint Council for Local Authorities Services, as adopted and supplemented by South Norfolk Council locally agreed conditions.



**Office hours** – Normal office hours are 8.45am to 5.00pm Monday to Thursday and 8.45am to 4.15pm on Friday. Flexible working hours between 7:30am and 6:30pm are in operation for most staff. Other members of staff work fixed hours or shift systems dependent on the nature of their role and the location.

**Learning and development** – Staff are encouraged to undertake development activities which include being able to participate in a “learning hour” each Thursday from 8.30am to 9.30am.

**Holidays** – Annual holiday entitlement is 23 working days per year, plus 8.5 Bank Holidays. Staff with 5 years’ continuous service receive an additional five days holiday. Holidays may be supplemented, subject to hours worked, by 2 flex days per month. Part time staff receive a pro rata entitlement.



**Pension** – The Local Government Pension Scheme is a final salary scheme. It is open to all new permanent employees, most temporary staff and those with existing membership from other councils can continue to contribute. The Local Government Pension Scheme website tells you all about how it works.

[www.yourpension.org.uk/Agencies/Norfolk](http://www.yourpension.org.uk/Agencies/Norfolk)



**Pre-employment health questionnaire** – All shortlisted candidates will be required to complete a pre-employment health questionnaire. Any offer of employment will be subject to satisfactory medical enquiries. All personal health information will be treated in the strictest confidence.

**References** – All offers of employment are subject to the Council receiving two satisfactory references.

**Probation** – All employees new to the Council serve a 26 week probationary period. The appointment is confirmed upon satisfactory completion of this period of service.

**Salary** – This is paid monthly by credit transfer to employees’ bank or building society accounts by the 25th of each month.

**Personal accident** – An insurance policy, for the benefit of employees, provides cover in case of death, permanent or partial disablement caused by accident arising during the course of employment, and includes home to work travel.



## Making your application

**If you require the application in an alternative format (e.g. large print, audiotape etc) or you need further assistance to complete your application please contact us on 01508 533664.**

There is a section to allow you to tell us about your own achievements and for you to demonstrate how you meet the requirements of the post. Please feel free to include as much or as little information as you feel appropriate.

A thumbnail image of a 'Job Application Form' with various sections for personal details, education, and experience.

### Completing the application form -

To help us to consider your application it is important that you complete the form as fully as possible. Curriculum Vitae's sent in on their own will not be accepted, however, you may attach yours along with a **fully** completed application form.

A thumbnail image of an 'Equal opportunities' form with sections for personal details and a declaration of equality.

**Equal opportunities** - We are working towards ensuring Equal Opportunities in all our employment practices, and in the services we provide. No person should suffer any disadvantage in his/her dealings with us because of their gender, age, marital status, sexual orientation, race, religion or disability, or for any other reason that is illegal, unfair or unreasonable.

In order to monitor how far we are progressing, it is important for us to know some personal details about those applying for and being appointed to our jobs. The equal opportunities form asks for some of these details. This form is kept separate from the main application prior to the interview panel drawing up the shortlist and will be retained by the HR Team.

We guarantee an interview to anyone with a disability whose application meets the minimum criteria for the post, provided this is declared on the Equal Opportunities form.

**Short listing** - We will notify you in writing within 10 days of the closing date if you have been shortlisted for interview. If you do not hear within this time we would like to thank you for your application, but please consider yourself unsuccessful on this occasion.

To assist any future application, we are always willing to provide feedback on your individual application

We would like to take this opportunity to thank you for your interest in working for South Norfolk Council. If you have any queries regarding the recruitment process, please do not hesitate to contact the HR Team.

[hrteam@s-norfolk.gov.uk](mailto:hrteam@s-norfolk.gov.uk)

01508 533660 (24 hour answerphone)



