

Lincolnshire
COUNTY COUNCIL
HIGHWAYS ALLIANCE

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

We are an equal opportunities employer and aim to ensure employees and job applicants are treated fairly.

THANK YOU FOR YOUR INTEREST IN A JOB WITH LINCOLNSHIRE COUNTY COUNCIL.

Lincolnshire County Council recognises its 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 vision and values. We are an equal opportunities employer and aim to ensure that all employees and job applicants are treated fairly.

Getting the best staff is important to us.

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

Lincolnshire County Council welcomes applications from disabled people, and has been accredited as a 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

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](#).

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**.

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](#).

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	24 Days	29 Days
8 to 16	27 Days	32 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.

Employment Policies

LCC employment policies are available to view at

<https://professionals.lincolnshire.gov.uk/employment-manual>



EQUALITY & DIVERSITY

Further information on our Equality and Diversity commitments

When applying for a job, we will make sure no-one receives less favourable treatment on any grounds including:

- Age
- Disability
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Gender Reassignment
- Marriage and Civil Partnerships
- Pregnancy and Maternity
- Any other unjustifiable criteria or requirement

We will do all we can to ensure you work in a safe environment. This includes protecting you from bullying, harassment and discrimination.

Equally, we expect all our employees to:

- act the same towards colleagues;
- follow set standards of behaviour;
- demonstrate our values by being professional, respectful, resourceful and reflective.
- behave in a way which supports our anti-discrimination legislation or policies.
- help us achieve our vision which is 'working for a better future' by building on our strengths, protecting your lifestyle and being ambitious for the future.



As a Disability Confident employer, we recognise the rights of disabled employees to be considered fully and fairly in all aspects of employment.

We have committed to the following actions

- Actively looking to attract and recruit disabled people
- Providing a fully inclusive and accessible recruitment process
- Offering an interview to disabled people who meet the minimum criteria for the job
- Being flexible when assessing people so disabled job applicants have the best opportunity to demonstrate that they can do the job
- Making reasonable adjustments as required
- Promoting a culture of being Disability Confident
- Supporting employees to manage their disabilities or health conditions
- Ensuring there are no barriers to the development and progression of disabled staff
- Ensuring managers are aware of how they can support staff who are sick or absent from work
- Valuing and listening to feedback from disabled staff



Lincolnshire County Council is signed up to the Mindful Employer Charter, a charter for employers who are positive about mental health issues amongst their employees.

As an organisation we are committed to providing informative, nonjudgmental and proactive support to existing and new staff who may experience mental health issues.

In any Lincolnshire County Council recruitment or occupational health check, people who have experienced mental health issues will not be discriminated against and the disclosure of a mental health problem will enable Lincolnshire County Council to assess and provide the right level of support.

As an employer we aim to:

- Show a positive and enabling attitude to employees and job applicants with mental health issues.

- Ensure that all staff involved in recruitment and selection are briefed on mental health issues and The Equality Act 2010, and given appropriate interview skills training.
- Make it clear in any recruitment or occupational health check that people who have experienced mental health issues will not be discriminated against and that disclosure of a mental health problem will enable both employee and employer to assess and provide the right level of support or adjustment.
- Not make assumptions that a person with a mental health problem will be more vulnerable to workplace stress or take more time off than any other employee or job applicant.
- Provide non-judgemental and proactive support to individual staff who experience mental health issues.
- Ensure all line managers have information and training about managing mental health in the workplace.

By signing up to the Mindful Employer Charter, as an employer we recognize that:

- People who have mental health issues may have experienced discrimination in recruitment and selection procedures. This may discourage them from seeking employment.
- Whilst some people will acknowledge their experience of mental health issues in a frank and open way, others fear that stigma will jeopardise their chances of getting a job.

Given appropriate support, the vast majority of people who have experienced mental ill health continue to work successfully as do many with ongoing issues.

For advice on applying for a vacancy or any other recruitment queries please email the Talent and Resourcing Service at:

Contact
us

recruitment@lincolnshire.gov.uk

Last Updated October 2020

Recruitment PRIVACY NOTICE

Lincolnshire County Council (LCC) is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about in order to assess your eligibility to work with us. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the council
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

We will collect the personal data about you in order to help us deliver the right service.

The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Information about your physical and mental health, including any medical conditions.
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

Who do we share your data with?

We will only share information when it is necessary to do so and in accordance with the law. Where applicable, we will share your data with organisations that deliver services on behalf of the council.

Where necessary, we may share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the council's retention policy or the specific requirements of the organisation who has shared the data with us.

Details of unsuccessful applicants will be held for one year from last action. Details of successful applicants will be placed on their personnel file, at which time further privacy information will be made available setting out how an employee can expect the council to process their personal data

Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

Retention periods are defined within the council's retention guidelines, which can be found [here](#).

How do we keep your data safe?

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your information secure and to reduce the risk of loss and theft.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of security policies designed to keep your information secure.

Your personal data is not processed outside of the EU by Lincolnshire County Council.

Further information regarding the Council's information security policy can be found [here](#).

Your Rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy. Details of how to make such a request can be found [here](#).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data and request that we stop processing all or some of the personal data we hold.

We are obliged to consider and respond to any such request within one calendar month.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- The Data Protection Officer at DPO@lincolnshire.gov.uk.

Alternatively, you can contact the council by writing to:

Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL

Or

Telephone: 01522 552222

Email: customer_services@lincolnshire.gov.uk

Fax: 01522 516137

Mini-com: 01522 552055

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office (ICO)

www.ico.org.uk

Last updated May 2018