

# Welcome to Norwich City Council



## Recruitment pack

One city, one council



**NORWICH**  
City Council

# Welcome to Norwich

With more than 35,000 new jobs and homes planned over the next two decades, a place as one of the nation's top ten retail destinations, and the largest employment economy in the eastern region, Norwich is rapidly becoming a national player.

In this time of change and development, Norwich City Council has ambitious plans to build a strong, prosperous, diverse and sustainable city.

The council is committed to improving the quality of life of its residents by caring for the living and working environment.

The next two decades will see unprecedented growth in housing and employment for Norwich, which has been made a priority by the government as an area for major housing and employment schemes.

Norwich is a vibrant, fast-growing and ever-changing city, with an exceptional quality of life. It has a wonderful mix of unique historic character and modern buildings and is a great place to live, visit and work.

It is a city with rich heritage, with 1500 historic buildings within its walled centre and an eclectic mix of impressive contemporary and medieval architecture.

Situated in the heart of one of the country's most picturesque rural counties, the Norfolk Broads are just 15 minutes from the city centre and almost 100 miles of stunning coastline is half an hour away.

It has an international airport, excellent rail links to London and Cambridge, and shortly a direct link to the new international rail station at Stratford, linking to the Eurostar network. Easy road access to the east coast offers links to local ports.

The city council is working hard to promote and develop Norwich as the regional cultural capital and a tourist destination, as well as bringing jobs and investment into the city and benefiting local people.

We work with people from all walks of life throughout the city to agree what are the most important issues to address.

Norwich is already a major regional service centre, with particular expertise in financial services, creative and media industries, and health and life sciences.

National and international companies including Norwich Union, Virgin, BBC, ITV, KLM and Unilever – are already taking advantage of Norwich's exceptional scope for businesses by basing their regional or UK headquarters in the city.

Norwich is home to the largest cluster of financial services in the East of England, and also houses one of the country's first national skills academies in financial services.

And with six theatres, a range of internationally recognised festivals and exhibitions and a thriving music and arts scene, the city has earned its status as the cultural capital of the eastern region.

**Thank you for your interest in working for Norwich City Council. All the information you need to apply is included in this pack and on our website [www.norwich.gov.uk](http://www.norwich.gov.uk).**

**Your application is really important to us. If you are looking to be part of a winning team and you have drive, enthusiasm and commitment to make a difference then we look forward to receiving your application. In return we can offer you generous working benefits and great training and development opportunities.**

## **Our recruitment process**

### **Application**

Electronic applications via our website [www.norwich.gov.uk](http://www.norwich.gov.uk) are encouraged. Candidates will be shortlisted for interview based on the information provided on application forms. It is important you give as much information as possible to show your suitability for the post and how you meet the selection criteria shown on the person specification.

If you do not hear from us by the date scheduled for the assessment or interview, then please assume your application has been unsuccessful on this occasion.

### **Selection**

Shortlisted candidates are sometimes invited to attend an assessment event. This may involve tests and activities; interviews may be held on the same day or arranged for a separate date. At assessment/interview stage you are also asked to complete a disclosure of convictions form and a health questionnaire. These are returned in confidential envelopes and not opened until the successful candidate has been selected. References may be taken at this stage.

### **Appointment**

The successful candidate will be offered the post subject to satisfactory reference, criminal convictions check, medical clearance and a satisfactory work attendance record. Once these are received your starting date will be agreed and the offer formally confirmed. Unsuccessful candidates will be contacted and offered feedback from the interview and assessment event (if applicable).

## **References**

References may be requested prior to interview. Please mark on your application form if this could cause problems.

- References provided must be from your last two employers.
- If you have had more than two jobs in the last three years, we may request references from all employers over that period. Please provide all details.
- If you have not worked for two employers (ie. you are a student), you must supply details of someone who can provide an educational reference in a professional capacity ie. lecturer/head teacher.
- Self-employed applicants will need to provide an employer's reference from the past wherever possible, or from a client.
- Personal references are not usually acceptable.

## **Why work for us**

Whether you're looking for a new career, promotion, a sideways move or the chance to earn some money – we have a variety of challenging employment opportunities for everybody.

Norwich City Council offers the opportunity to work with great people who are passionate about promoting Norwich and the services we provide. We also offer good career prospects with competitive rates of pay, generous holidays and working arrangements to suit all lifestyles.

### **Flexible Working Practices:**

- **Flexitime**  
The majority of our employees are able to participate in a flex scheme which may result in two flex leave days a month with core working times of 10.15am to 12.30pm and 2.15pm to 4.15pm.
- **Job share**  
You can apply for any of the posts advertised (unless stated otherwise) on a full-time or job share basis.
- **Term time working/annualised hours**  
We also offer a term time or annualised hours working arrangements. Again, this is subject to agreement between the manager of the service and the employee, taking into account the circumstances of that particular job

### **Bus and Park & Ride tickets:**

We have arrangements that enable staff to purchase bus passes and Park & Ride Tickets at discounted rates. Payments can be arranged through their salary.

### **Pension:**

All employees are eligible to join the Local Government Pension Scheme. This is a final salary pension scheme. Employee's contributions range from 5.5% to a maximum of 7.5% (dependent on salary) of the pay received for contractual hours. If appointed you will automatically become a member of the scheme unless you opt not to join. Further details are available on request and will be sent automatically to new recruits.

### **Wellbeing:**

We employ a wellbeing coordinator to provide confidential support and counselling to employees on work or personal issues. We also provide lunchtime sessions on health and safety.

### **Relocation scheme:**

For some posts the council offers a relocation scheme. If relocation is available, this will be made clear and stated on the job advert.

Your terms and conditions of employment will be governed by the National Joint Council for Local Government Services, as enhanced by Norwich City Council. Detailed below is a summary of the main terms and conditions of employment with Norwich City Council.

### **Hours of work**

For full time posts the normal hours of work will total 37 hours per week. The majority of staff will be able to participate in the council's flex-time scheme. Staff who may not be able to fully participate in the scheme will be advised of set hours and any variations to the flex-time scheme applicable to their post.

### **Payment of salary**

Salary is usually paid by bank credit transfer by the 23rd of each month.

### **Holidays**

Paid holiday entitlement starts at 25 days per annum and increases with length of service to a maximum of 32 days per annum. This is pro-rata for part time employees. In addition there are eight public holidays and an additional statutory days leave at Christmas.

### **Salary review**

All the council's posts and salaries will be subject to review as the council intends to introduce a new job evaluation scheme and pay system in the near future.

### **Sickness**

If you are unwell for an extended period of time your allowance is determined by length of service within local government, as detailed below:

During first four months of service – one month's full pay

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During first year, after four months service – one month's full and two months half pay

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During second year of service – two month's full and two months half pay

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During third year of service – four month's full and four months half pay

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During fourth and fifth years of service – five month's full and five months half pay

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After five years service – six month's full and six months half pay

### **Probationary period**

All employees will be required to successfully complete a six month probationary period.

### **Equal opportunities policy**

The council is committed to a policy of equality of opportunity in employment, in recruitment and the services we provide. Applications are considered on the basis of their suitability for the post regardless of sex, race, ethnic origin, disability, age, marital status, domestic responsibilities, sexual orientation or religious affiliation. People with disabilities are guaranteed an interview provided they are suitably qualified and/or experienced. You may also wish to give information on factors which may have affected your employment such as bringing up a family, long term illness or disability or anything in your present circumstances which you would like to be taken into account (eg. dependant relatives).

Candidates will be considered for short listing on the factual information on their application form. Therefore it is important to give as much information as possible including information about experience gained outside employment and any other factors, health problems, disability or family circumstances which have affected your progress and you would like to be taken into account.

### **Appraisal**

Norwich City Council has an appraisal scheme to clarify objectives, identify training needs and review progress.

### **Smoking**

All council buildings are no smoking.

### **Standards of behaviour and conduct**

The council has an approved code of conduct which describes the behaviours expected of employees.

This covers conflict of interests, confidentiality and relationships with members/councillors.

### **Political restrictions**

Under the provisions of the Local Government and Housing Act 1989, the post holder will be subject to political restrictions and expected to maintain political neutrality in relation to the work of the council.

### **Trade unions**

The council is proud of its good industrial relations which are conducted through joint consultative machinery and encourages all employees to become members of an appropriate trade union.

### **Family friendly policies**

In addition to the above, the city council operates not only a maternity support leave scheme, but also has policies for parental leave and time off for care of dependants, which may be taken in specific circumstances.

## Data protection

The Data Protection Act 1998 sets out rules for the use and retention of personal information provided during the recruitment process. A summary of who uses the information and for what purpose follows:

Your application will only be seen by those officers involved with the recruitment process. Application forms for unsuccessful applicants will be destroyed 12 months following the date an appointment is made to the post. The application form for the successful candidate will be held on their personal file.

Equal opportunities monitoring information is kept and cannot be linked to applicants. The form you are asked to complete is separated from your application and will not be seen by those short listing. If appointed this form will be retained on your personal file. The information provided on the monitoring form is used to monitor the effectiveness of our Equal Opportunities Policy, and to comply with government and statutory requirements such as best value.

Occupational health based at the Norfolk and Norwich Hospital provides Norwich City Council with a pre-employment screening service. Shortlisted applicants will be required to complete a medical questionnaire to ensure medical suitability for the post. Health clearance is usually confirmed before the appointment can be formally offered. The information provided on the medical questionnaire will not be available to anyone other than the staff within occupational health at the Norfolk and Norwich NHS Trust. A certificate confirming an applicant's fitness for the post is sent to us, which is then retained in the employee's personal file. Should the successful candidate opt to join the Local Government Pension Scheme, information concerning the employee's service and earnings as well as contributions is passed to the pension scheme manager for administration of the employees pension fund.

Employees are provided with a copy of data held on our IT system on an annual basis and asked to identify inaccuracies and any amendments needed.

Other types of information covered by the Data Protection Act affecting our employees include the recording of sickness absences for monitoring purposes and the use of payroll or other data in fraud prevention exercises.

## Rehabilitation of Offenders Act

If you are short listed for interview, you will be asked to submit written details and dates of any unspent convictions in confidence to a named person. Details of spent convictions are shown overleaf.

Norwich City Council has a policy on the recruitment of ex-offenders. The policy ensures a criminal record will not necessarily be a bar to obtaining a post and that any information provided will be treated confidentially by a senior officer.

Some posts within the council are exempt from the Rehabilitation Act; candidates applying for these posts will have to disclose all offences, spent as well as unspent convictions. Further information can be obtained from the Criminal Records Bureau website [www.disclosure.gov.uk](http://www.disclosure.gov.uk)

<b>Sentence</b>	<b>Rehabilitation periods</b>	
	<b>Age 18 or over when convicted</b>	<b>Under 18 when convicted</b>
Prison or Young Offenders Institution – Sentence of six months or less	Seven years	Three years
Prison or Young Offenders Institution – Sentence of more than six months – 2.5 years	10 years	Five years
Fines, compensation order, probation (for people convicted on or after 3 February 1995), community service, combination order, action plan, curfew order, drug treatment, reparation order	Five years	Two years
Borstal (abolished 1983)	Seven years	Seven years
Detention centres (abolished 1988)	Three years	Three years
Absolute discharge	Six months	Six months
<b><i>Sentences for which the rehabilitation period varies:</i></b>		
Probation order (for people convicted prior to 3 February 1995), conditional discharge, bind over, supervision, care order	Until the order expires (minimum period of one year)	
Attendance centre orders	Length of the order plus one year	
Hospital order	Two years after the order expires (with a minimum of five years from the date of conviction)	

**NOTE:** A suspended prison sentence is treated as one that had taken effect and the rehabilitation period is the same as the full sentence.



For further information or if you require this information in another format or language please contact:

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