

## WORKING IN IPSWICH

Ipswich is the oldest English town but boasts a “new” Waterfront, a university and a cultural offer that attracts visitors from all over the world. It is the county town of Suffolk.

A third of a million people live within 15 miles of the town centre and enjoy a huge variety of restaurants, bars, theatres and cinemas as well as a summer arts festival, maritime spectacular and much more. It also has three museums and beautiful parks.

The town is also a hub for sport – Ipswich Borough Council runs four sports centres, two swimming pool complexes and a programme of community sport to encourage fitness and wellbeing at all levels.

Ipswich is a financial services centre and many people are employed in various public sector organisations based here. It has good schools and a new further education college and sixth-form college.

It enjoys excellent transport links with London and the rest of the country and is surrounded by unspoilt countryside and is close to the Suffolk coast.

## THE COUNCIL

Ipswich Borough Council employs more than 1,000 people delivering a wide range of quality services to the people of the town.

The Council recognises that its employees are its greatest asset who will work best in an environment that ensures dignity and respect, trust and openness. We therefore strive to be an excellent equal opportunities employer and have adopted a 'zero tolerance' approach to bullying, harassment and discrimination. We have an inclusive and positive workplace culture where staff feel valued and are encouraged to embrace change and come up with new ideas and ways of working. We like to celebrate success and believe open communications are essential to sharing good practice and building positive relationships with each other and our communities.

Each area of the Council is managed by a Head of Service, who reports to the Chief Operating Officer.

The Council has 48 elected councillors, representing 16 wards, with a Leader and Executive committee model, together with 'scrutiny' and other committees and panels.

### Ipswich Borough Council

#### Human Resources

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# INFORMATION & GUIDANCE FOR JOB APPLICANTS

**Please note the only information we will take into consideration when selecting applicants for interview is the information on your application form. It is therefore very important that you complete your form as fully as possible by referring to the details listed in the Job Description and Person Specification. Your application can be completed either by hand or in type. Please use black ink.**

**This information can be made available on audio tape, braille or alternative formats upon request.**

### Qualifications and Training Relevant to the post

Please list those qualifications/certificates you hold that are requested on the Person Specification. If you do not hold the qualifications specifically requested then please state in this section any other qualifications that you hold which you consider to be equivalent. Please also note that: if you are invited to interview you will be asked to provide original documents of any relevant educational/professional qualifications/certificates as stated on your application form. Failure to provide them might result in the withdrawal of the job offer and falsification could lead to dismissal if discovered at a later date.

### Experience, skills and training that you feel may be relevant for the job

Please describe any relevant experience, skills and training you have gained including, for example, any paid, unpaid or voluntary work, involvement in community activities, managing a home, study or leisure interests etc.

### How you meet the criteria on the Person Specification

We would find it helpful if you complete this section by using the essential and desirable criteria from the Person Specification as sub-headings. Please provide specific examples when demonstrating your past experience, skills and competencies etc. Please restrict your information to no more than two 'A4' size pages.

### Referees

We will not contact your referees before the interview if you mark clearly on the application form that you do not wish us to do so at this stage. The Council operates a policy of open references. This means that you may read any references received in relation to you, on written request.

All offers of employment are subject to:

- medical clearance which in certain circumstances may require an applicant to undergo a medical examination by the Council's Occupational Health Advisor
- satisfactory references from your referees
- Disclosure and Barring Service (DBS) checks - for certain posts only - this is stated on the Person Specification

**Please make sure applications are returned to us with the correct postage.**

### Travel and expenses to attend interview

The Council pays for travel and subsistence expenses in accordance with the rates set down by the National Joint Council and as amended by Local Arrangements from time to time on production of all receipts. Travel expenses will be reimbursed on the basis of the equivalent bus or standard 2nd class rail fare.

### Relocation expenses

Allowances may be payable to a successful candidate who has to sell property/move furniture and household effects as a direct result of their appointment with the Council.

### Acknowledgement of application

Please enclose a stamped addressed postcard or envelope if you would like your application to be acknowledged as we are unable to do this otherwise.

**If you have not been contacted within three weeks of the closing date of the vacancy please regard your application as unsuccessful.**

### CONDITIONS OF EMPLOYMENT

Full details of the Terms and Conditions of Employment with the Council are given to each successful candidate. The main conditions are as follows:

#### General

The appointment will be subject to the terms and conditions of the National Joint Council for Local Government Services as amended or supplemented from time to time by local agreements between the Council and employees.

#### Leave entitlement

The basic annual leave entitlement for a full time worker is 21 days plus 8 bank holidays per year (pro rata for part time workers). Additional leave is dependant on length of service/career progression. The Council operates a discretionary flexible working policy which is approved on an individual basis subject to business need.

#### Local Government Pension Scheme

Permanent employees or those with a contract of over 3 months are eligible to join the Local Government Pension Scheme.

#### Sick leave

The Council operates an occupational sick leave scheme.

#### Trade unions

The Council encourages you to join one of the recognised trade unions should you choose to.

#### Probationary period

There is a six-month probationary period for all new entrants to Local Government.

If you have any reason to believe that your application has not been considered fairly you should inform the Operations Manager - Human Resources who will investigate the matter fully and inform you of the results.

### EQUALITY & DIVERSITY

Ipswich Borough Council is committed to taking effective action to eliminate discrimination and to promote equality of opportunity and diversity in all that we do both as an employer and as a service provider. We have therefore designed the application form to exclude as much potentially discriminating information as possible. Your application will be judged solely on merit, irrespective of race, sex, disability, age, trade union activity, marriage or civil partnership status, religion or belief, sexual orientation or gender re-assignment.

### DISABILITY



The Council is proud to be accredited to the national "two ticks" 'positive about disabled people' campaign. This involves five commitments to ensure people with disabilities that we are taking practical steps, both to offer positive employment opportunities and to provide equal opportunities for development on an equal basis with others. For example we guarantee an interview to all applicants with a disability who meet all of the essential criteria for a job.

### EMPLOYMENT OF PEOPLE WITH A CRIMINAL RECORD

The Council aims through its Equality and Diversity policy to ensure no one is put at a disadvantage, either directly, or indirectly, by applying unjustifiable conditions or requirements.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Unless the nature of the work demands it, you will not be asked to disclose convictions that are "spent" as described under the Rehabilitation of Offenders Act 1974. Having an "unspent" conviction will not necessarily bar you from employment. This will depend on the circumstances and background of your offence(s). As the Council meets the requirement in respect of exempted questions under the Rehabilitation of Offenders Act 1974 some applicants who are offered employment will be subject to a criminal records check from the Disclosure and Barring Service before the appointment is confirmed.

Sentence	Age 18 or over when convicted	Age 17 and under when convicted
Prison/Young Offender Institution Sentence of six months – two and a half years	10 years	5 years
Prison/Young Offender Institutions	7 years	3 ½ years
<b>The following are more common types of convictions</b>		
Fines	5 years	2 ½ years
Probation Orders	Until the order expires (minimum period of one year)	
Absolute Discharge	6 months	6 months

It may be prudent to seek advice on the rehabilitation of other types of convictions.