

Job Information Pack

And Guidance for Applicants

MARCH
2023



SOUTH
KESTEVEN
DISTRICT
COUNCIL

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Thank you for your interest in working at South Kesteven District Council

The Council has ambitious growth plans at the top of its agenda and a vision to create thriving communities where people want to live, work, and invest.... so why not be part of this exciting journey? It's a fantastic opportunity to work for a Council that is changing and going places.

We're looking for people with drive enthusiasm, and creativity to join us as we change the way we work and become more commercially and customer-focused.



How to register

To apply for a job at South Kesteven District Council, search our current vacancies screen on our website and click on the "Apply online" button next to the job you are interested in. This will take you to the "New User Registration" screen, where you will be able to register your details and set up a password. This will create an account from which you can apply for current vacancies, or you can continue as a guest.

Your password should be at least six characters and include letters and numeric characters. Once you have registered you will receive a confirmation email and your username will be the email address you entered on the "New User Registration" screen. Please keep a note of your username and the password you set up.



Your application

Start at the Application Summary page. This has a list of the Application Pages on the left, the "Job Details" at the bottom and an "Apply" button on the right.

Completing your application

You will need to work your way through the Application Pages making sure that all mandatory fields are completed and each page changes from an exclamation mark to a tick. You can navigate back to the Application Summary screen by clicking the "Summary" button at the bottom of the screen. Once all pages have a tick you will be able to submit your application.

Personal information

Please ensure that all boxes with blue dots are completed. We need a current email address that you have access to, we will use this to send you correspondence regarding your application. If you are invited for interview, you will receive notification via email, so please

check your emails regularly and don't forget to check your junk or spam folders as well.

Additional information

- Any relationships with existing Councillors or employees of SKDC must be identified so that we can prevent any allegations of favouritism.
- You are asked to detail any convictions, except those that have become spent. Some positions may require DBS checks due to the nature of the role.
- While we also ask for details of your driving licence, these are not mandatory as not all jobs require employees to drive.
- If you have previous Local Government Continuous Service, then we will ask you to provide details. This will be checked with your previous employer if you are appointed.

Education, professional qualifications and professional memberships

Look at the Person Specification to see if any specific qualifications are needed for the role. If not, it would be useful for you to tell us about any relevant qualifications you have so we have a good understanding of your level of education. Please include any relevant training courses you have completed or professional memberships you hold.

Employment information

Please give details of your employment history, starting with the most recent, so that we have a good understanding of what job roles you have carried out previously. You can include work experience or voluntary positions.

Supporting information

When you find a job you'd like to apply for, take some time to prepare, as this will make completing the application much easier. Read the job description and person specification

so that you can refer to the specific skills and qualities that are required for the role when completing your personal statement.

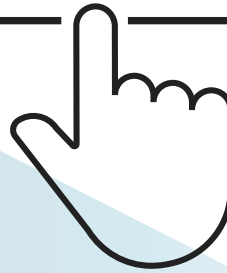
Remember, first impressions are lasting impressions! The recruitment panel will not make any assumptions in relation to your skills, knowledge or experience. Use examples of what you have done previously that match the essential requirements of the person specification. The more detailed and relevant information you can give in this section the higher your application will score against the criteria. This is your opportunity to sell yourself!

Reference information

If you are successful we will contact your referees after a conditional offer has been made. We require two references, one of which should be your present or most recent employer. If you are a student, this can be a teacher/lecturer at your education institution. If you are unable to do this you can supply a character reference from a professional person. A referee must not be a relative or partner.

Please ensure that your referee has agreed to supply a reference and is aware that they will be contacted by SKDC. Unfortunately, your start date maybe be postponed, or the job offer withdrawn, if there are any prolonged delays in the pre-employment checking process.

APPLY NOW



How to submit your application

You can go back to the “Application Summary” page by clicking on the “Summary” button. This will enable you to check if all Application Pages are complete as you will see ticks next to them. Once the application is complete, you can then click on the “Apply” button, after which you will receive an email confirming that we have received your application.

If there is a page that still has an exclamation mark next to it, this means there are mandatory fields that have not been completed and you will not be able to submit your application. Click on the relevant page to complete the information required, then save and click on “Apply” again. If you would like to keep a copy of your application, you can email it to yourself by clicking on the “My Applications” link on the left-hand side of the screen. Put a tick in the box on the right, then click the “Email” button. The email will be sent to your registered email address.

Once the closing date has passed, the vacancy will no longer be available on the website and you will not be able to submit your application. Any part-saved applications that have not been submitted will be deleted after the closing date.

What happens next?

All applications will remain in the system until the closing date. After the closing date the Recruitment Panel will receive anonymised copies of the applications for short-listing. Short-listing is carried out by comparing each application to the Person Specification and giving each application a score against each criteria.

Once applications have been scored the Recruitment Panel will decide who they wish to interview and invitations will be sent out to candidates via email. If you are unable to attend the interview please use the contact details at the bottom of the email to see if it is possible to rearrange.

If candidates have been unsuccessful in progressing to the interview stage, they will be informed by email.

Once all interviews have taken place and if there are no other selection methods being used, the Recruiting Panel will decide who to appoint and will contact the successful candidate. Again, unsuccessful candidates will be informed of the outcome via email.

If you are unsuccessful at interview, you can request feedback from a member of the Recruiting Panel.

If you are offered the job

The successful candidate will be offered the post on condition of us receiving satisfactory pre-employment checks. These are:

- Employment health declaration
- Two references (one must be from your current or most recent employer)
- Documentation to prove eligibility to work in the UK
- Original certificates to prove professional qualifications (if required for the role)



Health declaration

We ask for the completion of a health declaration from an external company called “Health Management”. The answers you give are confidential and Health Management will only share the outcome with us. If you declare a health issue this does not necessarily prevent you working for us. We do however, need to understand how we can assist you or make reasonable adjustments to enable you to carry out the work to the best of your ability. Depending on your responses, we may send your questionnaire to our Occupational Health provider to advise us of any actions we need to take. Each individual is assessed on a case by case basis.

Right to work in the UK

You will be asked whether you have the right to work in the UK. As part of the recruitment process you will be asked to provide identification documents which we use to demonstrate that you have the right to do so. 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>. We will take a copy of your current British passport (or birth certificate) and driving licence (or P45 / P60, utility bill with your name and address on) and keep them on your personnel file. If you don't have these documents then we have a list of other official documents that can be accepted.

Proof of professional qualifications

On occasion, if a professional qualification is required for the role, then we will need to see your certificate as proof, a copy of which will be made and kept on your personnel file.

When can I start?

Once we have obtained all of the relevant information and documents we will organise a start date and send you your contract of employment. We advise that you do not hand in your notice with your current employer until we have confirmed that you have passed our checks.



Employment with South Kesteven District Council

Probation

All new employees are subject to a six-month probationary period. This may be ended earlier, or extended, following discussions between the employee and their manager.

Pension

Eligible employees are automatically enrolled into the pension scheme once they have commenced employment. Our pension provider will send you further details once you have been appointed.

Annual leave entitlement

The entitlement to annual leave is stated below. This is pro-rata for part-time employees.

Less than five years Continuous Local Government Service

26 days

Five or more years Continuous Local Government Service

31 days

FAQs

Q. Can I send you my CV?

A. We do not accept CVs, so please do not send these through to us.

Q. Can I apply for more than one vacancy?

A. Yes you can, but please refer back to the specific skills and qualities that are required for the role.

Q. Can I apply for future vacancies?

A. If you are not successful with an application to join SKDC, you can still apply for future vacancies with us. Use the log-in details for your user account and your personal details will appear in the application form, so this will save you some time when completing future applications.

Please be aware that we only keep applications for a limited time. We will keep records for all unsuccessful candidates for a period of 12 months, after which you will need to set up another user account.

Further information can be found in the [SKDC Job Applicant Privacy Notice](#)

Core values at the heart of SKDC

Accountability

Ensuring that everyone at every level is responsible for what they do and takes ownership of their actions and decisions.

Agility

Working together to get the job done, using our skills to get the best outcome for our residents and businesses.

Flexibility

Working in different ways, at different times and in different places to meet the needs of our residents and businesses.

Equality

Ensuring that we treat each other with respect, irrespective of rank, position or status. This echoes our commitment to provide consistently good services to both our internal and external customers.

Networking

As a Council we recognise that ours is not the only voice or opinion. We embrace the views of others and use formal and informal networks to improve performance and ensure the solutions we deliver meet the needs of our customers.

Always learning

Sharing knowledge, skills and expertise to enable the Council to go from strength to strength and learn from everything we do.

Talent

Harnessing the incredible ability that is within the Council and valuing the contribution that everyone can make.

Contact Details

**Alternative formats are available on request:
audio, large print and Braille**

**South Kesteven District Council
01476 40 60 80**

✉ recruitment@southkesteven.gov.uk

🌐 www.southkesteven.gov.uk

Disability Confident

South Kesteven District Council welcomes applications from people with a disability, and has been accredited as a Disability Confident employer in recognition of our commitment as an employer to ensuring that people with a disability are supported and treated fairly at every stage of their selection, employment and career development.

We are committed to interviewing all applicants with a disability who meet the essential criteria of the role applied for.

Under the provisions of the Equality Act 2010 you have a disability if you have a physical or mental impairment that has a substantial and long-term adverse effect on your ability to carry out normal day to day activities.



Further Information

[Recruitment of Ex-Offenders](#)

[Guide to Virtual Interviews](#)

[Volunteer Reservists, Service Leavers and Veterans](#)

[Your council and democracy](#)

[Our Corporate Plan](#)

[Contact Us](#)



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