



INFORMATION FOR APPLICANTS

This document provides an overview of Trafford Council's vision, values culture, terms, conditions and benefits. Any specific information on the role such as salary, hours, length of contract and location of the role can be found on the job advert.

ABOUT US

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

Our values act as a cornerstone for how we work with each other, our partners and our residents to deliver our corporate plan, priorities and ultimately our vision.

Diversity – Our vision is to make Trafford a caring and inclusive place where the community comes first and everyone realises their true potential. We are committed to attracting, retaining and developing a diverse and skilled workforce so we can provide and deliver quality services.

Employee Network Support Groups - We have a number of support groups in place for staff to get involved and contribute :- LGBT+, BAME, Disabled employees and Working Carers support. We see our employees as individuals and believe all staff have a right to be recognised, respected, valued and supported. We raise awareness and improve the support, information and resources available to them. We also want to connect employees to each other, so they have peer support and can exchange and discuss issues with colleagues in similar situations. Our network groups can be contacted on the following email addresses:-

Staffcarers@trafford.gov.uk

LGBT@trafford.gov.uk

bame@trafford.gov.uk

angela.brown@trafford.gov.uk (Disabled employees support)

Guaranteed interview schemes



Disabled

Trafford Council have made a commitment to improve the employment opportunities for people with disabilities. We are Disability Confident and guarantee an interview to all applicants with a disability that meet the essential requirements of the job as contained in the Role Profile.

Furthermore applicants with a disability may submit a CV where their disability makes it difficult for them to complete an application form. You should either email your CV to recruitment@trafford.gov.uk, or send it to Recruitment

Team, Human Resources, Trafford Council, Talbot Road, Stretford, M32 0TH, stating the vacancy reference.

Ex-Military

In support of the Armed Forces covenant, the council has committed to guaranteed interviews for any ex-military personnel who meet the essential criteria for the post (set out within the Role Profile) and where the Armed Forces was their last long-term substantive employer and they have been looking for a job for between 6-24 months since they left the Armed Forces. The aim of this proposal is to deliver the councils commitment to further 'the Armed Forces Covenant' to ensure that the ex-armed forces personnel are not disadvantaged, when applying for job vacancies, as a result of their service.

Care Leaver

In our role as a Corporate Parent we are committed to supporting our young people in the care system. We have a Trafford Care Leavers Covenant and supporting Care Leavers Offer. As part of our local offer and to support our young people to gain employment we will guarantee an interview as long as the applicant meets the requirements of the job as stated on the role profile. The applicant should be in care or have been in care and be aged 24 or under.

Terms and Conditions – The terms and conditions of appointment will be in accordance with those laid down nationally by the National Joint Council and the Council's locally agreed Conditions of Service.

Salary – Appointments will generally be made at the bottom of the salary band. However, demonstration of exceptional skills and experience at interview may justify appointment at other points within the band. Salary is paid pro rata for part time posts.

Flexible working hours – A flexible working hours scheme is currently in place for certain employees. Details of the scheme will be provided where applicable.

Place of Work – The post holder will be based at the address given or other place of work in the service of the Council as required.

Holidays – Annual Leave entitlement is 25 days inclusive of 2 extra statutory days, rising to 30 days after 5 years continuous Local Government service, plus 8 Public Holidays. Annual leave is pro rata to number of contracted hours.

Notice – The period of notice will normally be as follows, but this can be changed by mutual agreement:

Employee is required to give

Up to Band 5 = 1 month

Band 6 to band 12 = 2 months
Band 12 and above = 3 months

The Council is required to give:

Less than 12 years of service One week for each year of continuous service, however this is subject to a minimum of 4 weeks

12 years of service or more 12 weeks

Probationary Period – A six month probation period shall be applied to all new employees to Trafford Council.

Trade Unions – We have a strong commitment to joint negotiation and consultation and encourage our employees to join a recognised trade union.

Smoking – The Council operates a policy of 'no smoking'. All staff are expected to co-operate with this.

Pension Benefits – All employees are opted in to the Local Government Pension Scheme. Like most pension schemes you do have to pay towards your benefits, but you are not on your own, your employer pays too. The cost to you is set by your pensionable pay. You will pay a percentage of your pay as a contribution to the Pension Fund. The rate you pay depends on which band you fall into. If you work part time your rate will be based on your part-time salary.

Rates from April 2019

Pay bands for the main pension scheme and 50/50 option

Band	Yearly pay	Main scheme	50/50 option
1	Up to £14,400	5.5%	2.75%
2	£14,401 - £22,500	5.8%	2.9%
3	£22,501 - £36,500	6.5%	3.25%
4	£36,501 - £46,200	6.8%	3.4%
5	£46,201 - £64,600	8.5%	4.25%
6	£64,601 - £91,500	9.9%	4.95%
7	£91,501 - £107,700	10.5%	5.25%
8	£107,701 - £161,500	11.4%	5.7%
9	£161,501 or more	12.5%	6.25%

The Fund is administered by Tameside Metropolitan Borough Council. Entry into the scheme is automatic but you may choose instead to make alternative arrangements, e.g. join a private pension scheme. Notification of a decision to 'opt out' should be made on appointment.

Other benefits – Trafford Council recognises the importance of the staff health and wellbeing and offer a number of initiatives for staff including mindfulness, mental health first aiders, running & walking groups and health and wellbeing events.

Other benefits include:-

- Pension
- Home Technology Scheme
- Car Lease Scheme
- Cycle to Work scheme
- Simply Healthcare
- Employee Discount Scheme - 'Perks at Work'

Trafford the place - Trafford continues to be one of the best places to live, in the country. According to statistics, the borough scores highly in terms of recycling, education, employment and crime reduction, and has a reputation of being one of the safest places to live in Greater Manchester.

Trafford has some of the best schools in the country; it also has excellent transport links and is globally recognised for its, sport, culture and leisure interests.

DETAILS OF THE RECRUITMENT PROCESS

Please contact us by emailing recruitment@trafford.gov.uk or telephone 0161 912 4457 if you require any information or advice.

Clearances

Occupational health – The appointment will be subject to satisfactory medical clearance by the Occupational Health. You will be required to complete a confidential medical questionnaire and may be asked to attend a medical appointment.

References – The appointment is subject to reference checks satisfactory to us. We will take up references once a verbal offer has been made to the successful candidate.

Disclosure and Barring Service – If the advertisement and job description/person specification specifies that the role is subject to a DBS clearance, then the appointment will be subject to this being satisfactory to us. Please note a criminal record will not necessarily prevent you from working for Trafford Council and will depend on individual circumstances.

Professional registration/qualifications/driving licence – Evidence of your professional registration, qualifications, driving licence etc will be checked if these are essential requirements of the post.

Right to work – Evidence of your right to work in the UK will be required in the form of a passport, work permit or Visa or full birth certificate and National Insurance number from an official government source.

Expenses

Any expenses incurred as a result of attending an interview at Trafford Council will not be reimbursed.