

# Candidate Information Pack



## 1 Our council

Durham County Council is a dynamic and transforming council, committed to delivering the highest quality service to the communities it serves.

The council has a vision to reflect the views and aspirations of the community and opportunities for improvement and is focused on being an 'Altogether Better Durham'.

This vision is shared by our partners and forms the basis of our Sustainable Community Strategy, which guides our Council Plan, Service Plan and all other programmes to help turn our vision into a reality.

Our diverse services enable the council to offer a wide range of job opportunities and careers to suit many skills, abilities and passions.

We expect all our employees to apply the council's values when providing essential and invaluable services to our internal and external customers.



## 2 Why apply for a role with us?

We have many amazing people working for the council, who are knowledgeable, passionate and committed. Some people spend their whole career with us, as they are dedicated to working in a particular vocation, and others because of the opportunity to progress in a wide range of careers. The council continually strives to develop and invest in our most valuable asset; our people.

As well as being part of a dynamic and passionate team of people in your chosen discipline, working for the council will enable you to be:

- Part of a highly motivated and engaged workforce;
- In a position to have a positive impact on the public you serve;
- Able to contribute to ideas and service improvements;
- Part of a culture that wants its people to thrive and be the best they can be;
- Work in an environment that promotes an inclusive and diverse workforce.

Benefits available to employees of the council include:

- A competitive salary;
- An attractive annual leave entitlement;
- Access to the Local Government Pension Scheme (LGPS);
- Occupational sick pay scheme;
- Access to health and wellbeing support through Occupational Health Services;
- Family friendly working policies, including flexible working options.

### 3 Support for applicants

As a disability confident employer, we welcome applications from disabled people and as an inclusive employer we recognise the importance and benefits of having an inclusive and diverse workforce.



The council offer a 'guaranteed interview scheme' which allows people who declare that they have a disability to be shortlisted where they demonstrate they can meet the essential criteria of the role.

In addition, to ensure we can offer the best possible support for applicants, we will pro-actively make reasonable adjustments within the recruitment process for disabled people. The range of reasonable adjustments that can be accommodated throughout the selection process include (but is not exhaustive):

- Alternative formats for job applications
- More detailed/pictorial instructions for interview
- Support from an appropriate person at the interview
- Additional time to complete applications (and or tests), where appropriate.
- Adjustments to interview venue/accommodation, testing and interview questions

Please contact the Lead Officer if you would like to discuss any reasonable adjustments and ensure you include this information on your application form so the appropriate support can be provided.

### 4 How to apply

To apply for a role with the council, you will need to register on the North East Jobs website at [www.northeastjobs.org.uk](http://www.northeastjobs.org.uk). Once you have created an account and logged in, you will be able to apply for your chosen post online.

The role profile for the post will be available online and you should ensure that you refer to this when completing your application form as the criteria listed will be used to shortlist candidates.

The recruitment process for all council roles will involve an interview, however, the process for some roles may also include additional testing e.g. presentation, psychometric testing or in-tray exercises.

All notifications about the progress of your application, including any invitation to interview and/or testing, will be sent electronically to the email address used when registering on the North East Jobs website.

