



## Information for Job Applicants

Thank you for your interest in a position with Oxford City Council.

All applications for employment with Oxford City Council must be accompanied by a completed application form. CV's are not accepted as a formal application for a position. It is an applicant's responsibility to ensure any additional information is included in the main application form as separate attachments are not forwarded to recruiting managers.

For any queries or difficulties completing your application or require paper copies of documents that are available on our website, contact details as follows:

People & Equalities - [recruitment@oxford.gov.uk](mailto:recruitment@oxford.gov.uk), or telephone 01865 252848.

Direct Services – [directservicesjobs@oxford.gov.uk](mailto:directservicesjobs@oxford.gov.uk) or telephone 01865 335718

Please note, where possible all correspondence concerning applications and interviews will be by e-mail.

### Recruitment Information

#### Closing date & returning applications

Completed application forms must be returned by the closing date detailed on the job advert. Late applications will not be accepted. Completed applications for all posts with Oxford City Council, except Direct Services, should be emailed to [recruitment@oxford.gov.uk](mailto:recruitment@oxford.gov.uk) or can be posted to People & Equalities, Town Hall, St Aldates, Oxford OX1 1BX.

Applications for posts with Direct Services should be emailed to [directservicesjobs@oxford.gov.uk](mailto:directservicesjobs@oxford.gov.uk) or can be posted to the Recruitment Team, Direct Services, Horspath Road, Oxford, OX4 2RH.

#### Criteria for Shortlisting

Candidates will be shortlisted for interview on the basis of illustrating that they fulfil the criteria as outlined in the person specification in their application. Examples that demonstrate the ability to fulfil the criteria should be included. This applies to all candidates.

Applicants who have not heard from us within 3 weeks of the closing date should assume that on this occasion their application has not been successful.

#### Notifying Applicants for Interview

Applicants who are shortlisted for interview will be notified within 3 weeks of the closing date. This notification will normally be where possible by e-mail or telephone. At interview applicants will be required to provide documentary evidence that they have the necessary qualifications required for the position. We can only provide feedback on individual applications .

Oxford City Council is not currently licensed as a sponsor and cannot employ migrant workers outside of the European Economic Area and Switzerland under the Point Based System rules issued by the UK Border Agency.

**Please note interview expenses are not payable.**

#### Equality of Opportunity

Oxford City Council is committed to the development of policies and procedures to promote equal opportunities in employment regardless of employees' gender, race, disability, religious or political belief, sexuality, age, nationality, pregnancy, membership or non-membership of a trade union, gender reassignment or HIV status. A copy of the Council's Corporate Equality Standard is available on the Council's website; [www.oxford.gov.uk](http://www.oxford.gov.uk).

## **Applicants with a Disability**

Oxford City Council is a Two Ticks accredited employer and applicants with a disability who meet the essential criteria on the Person Specification will be invited to interview.

## **Job Sharing**

Applicants wishing to enter into a job-sharing arrangement for a full time post should indicate this on the application form. A minimum of 16 hours and a maximum of 21 hours must be worked by job sharers.

## **Employment of People with Criminal Records**

When a person applies for a position with Oxford City Council, the Council will not take into account previous time-expired convictions as laid down in the Rehabilitation of Offenders Act 1974 (ROA 74), except when a person is being appointed to any position exempted under the ROA 74.

The disclosure of a criminal record or other information will not necessarily bar a person from appointment. The Council will take into account the nature of the offence, the relevance to the post the person has applied for, how long ago the offence took place and the age of the person when the offence was committed.

This information will be treated in confidence and will only be taken into account in relation to an application where the exemption applies.

A copy of the Council's Policy on the Employment of People with Criminal Records is available on our website at [www.oxford.gov.uk](http://www.oxford.gov.uk).

## **Employment Benefits and Conditions**

### **Pension Scheme**

All employees who have a contract for three months or more will automatically become members of the Local Government Pension Scheme unless they specifically 'opt out' of membership. This is a contributory pension scheme. The level of an employee's contributions is based upon salary and ranges from 5.5% to 7.5%. The Local Government Scheme is a 'final salary' scheme. Oxford City Council makes significant employer contributions to the funding of this scheme, currently (2009) in excess of 20% of the employee's salary. Many employers have closed their 'final salary' schemes in recent times. Full details will be provided to new employees.

### **Leave**

Oxford City Council values the contributions made by its employees and as such wishes to ensure a good work-life balance. Part of this includes up to 32 days annual leave per year in addition to 8 public holidays.

### **Commitment to Reducing Carbon Emissions**

Oxford City Council encourages all staff to consider alternatives to car journeys, both for travel to and during work, such as walking, cycling and public transport where possible.

### **Childcare Voucher Scheme**

The Council has a salary sacrifice childcare voucher scheme. Employees who pay a registered childcare provider may be able to join the scheme and benefit from tax and national insurance savings on all or some of their childcare costs.

### **Conditions of Service**

Conditions of Service such as rates of pay, hours of work and holiday entitlements are in accordance with the arrangements made by the National Joint Council for Local Authorities' Services (or the appropriate Joint Negotiating Committee for Craft employees) as supplemented by the Council's locally agreed conditions.

### **Hours of Work**

Full time employees normally work a 37 hour, five day week. Details of working hours will be in the job description and will be explained more fully at interview. A system of flexible working hours operates for most staff; full details are available on request.

### **Pay**

Salary is paid monthly by credit transfer directly into a nominated account.

### **Probationary Period**

All new employees are subject to the satisfactory completion of a six month probationary period.

## Restricted Posts

Under the Local Government and Housing Act 1989 certain local government employees have restraints placed on their political activity. Employees whose posts are identified as politically sensitive cannot:

1. Write or speak publicly in a way which appears to affect public support for a political party.
2. Canvass on behalf of a political party at any election for Councillors, MPs or MEPs.
3. Hold office in a political party.
4. Publicly declare themselves a candidate for Councillor, MP or MEP.

The Job Description will specify whether or not the post is politically restricted and further information about the Council's Policy on Politically Restricted Posts can be obtained from People & Equalities on 01865 252848.

## National Fraud Initiative

The Council is under duty to protect the public funds it administers, and to this end may use the information you provide on your application form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering funds for these purposes. Further information is available on the Council's website; [www.oxford.gov.uk/privacy](http://www.oxford.gov.uk/privacy), or on request from People & Equalities.

## About Oxford

### Welcome

Welcome to Oxford – a modern, thriving and diverse city steeped in heritage, rich in culture and famous throughout the world as a centre of learning. First mentioned in written records in the Anglo-Saxon Chronicle for the year 912, Oxford is now a global brand with almost 8 million visitors a year, a thriving economy and a vibrant, diverse community.

The city's population is much more diverse than other parts of the country, with the third highest ethnic minority population in the South East (12.9%). It may not surprise you to know that our population is youthful, with 16% between the ages of 20-24. Oxford also has the largest concentration of students in England and Wales – 26% of the working age population.

The city is also home to around 3,300 businesses providing 108,000 jobs across a diverse range of services, professions and industries. The knowledge economy has long been the key to the city's reputation and prosperity, with our two universities Oxford and Oxford Brookes, providing educational services of international standard. Today, the city also plays host to a range of hi-tech enterprises, research and development industries and publishing houses. The car industry continues to play a key role in the life of the city, as BMW's 200,000th Mini has long since rolled off the assembly lines.

Oxford is the only Centre of Culture in the South East region and its rich cultural life reflects both its history and its contemporary diversity. *Oxford Inspires*, now established as a cultural development agency for the city, is well placed to ensure that the recent growth in the scope and quality of Oxford's cultural scene is sustained.

As a major urban centre Oxford faces many of the challenges that are common to cities in England. While a thriving city, many of our residents suffer from deprivation, poor housing and fear of crime, particularly in the city centre. Levels of educational attainment are below the national average, and transport infrastructure is not set up to meet the needs of a busy but compact city.

Oxford is a city full of life, and full of contrasts. While proud of our history and tradition we relish the challenges that the future presents.

### Shaping a World Class City

Oxford City Council is transforming the way that it does business.

We, with our partners in the Oxford Strategic Partnership, are working to make Oxford a world-class city for everyone. This is being driven by Oxford's newly appointed Chief Executive, who, with cross-party support, is leading an ambitious corporate change programme. A world-class city needs to be supported by a world-class city Council, that delivers high quality services and excellent value for money for all our citizens. The Council is supporting this by investing £2M towards the Council's developing infrastructure.

We are implementing a new management structure that is focusing more effectively on the needs of the city. We are evaluating service delivery options so that we can improve the services and value for money that we provide. According to the Audit Commission, "the pace of change and improvement has been impressive".

The Council has identified its priorities as follows:

- More housing, better housing for all
- Stronger and more inclusive communities
- Improve the local environment, economy and quality of life
- Reduce crime and anti-social behaviour
- Tackle climate change and promote environmental resource management
- Transform Oxford City Council by improving value for money and service performance

### **Political Structure**

The labour party currently run the administration at Oxford City Council. The breakdown is as follows:

|                           |          |
|---------------------------|----------|
| Labour                    | 26 seats |
| Liberal Democrat          | 16 seats |
| Green                     | 5 seats  |
| Independent working party | 1 seat   |
| Conservative              | 0 seats  |

### **A message from our Chief Executive**

Oxford is known throughout the world for its long history of academic excellence, its architectural and cultural heritage, as well as its innovative, contemporary achievements in scholarship, literature, manufacturing, publishing, medicine and science. There is much more to the city than its media image as a university city might suggest. It is a dynamic modern community with a rich ethnic and cultural mix and a musical and night-life to rival much larger cities. The city's success has brought serious challenges on the provision of affordable housing, on transport and on environmental issues. Our aspiration is to be a model of modern city living, providing excellent services to all our communities while delivering excellent value for money, and we are working closely with our partners on the Oxford Strategic Partnership to achieve this. This is summed up by our aspiration 'to be world class for everyone'.

This is a period of change for the Council, and we have recently undertaken an extensive review of our management structure, which has brought some new faces and new ideas into our organisation. There is a sense of momentum and anticipation in the organisation that fills me with optimism and confidence. Members have strongly backed me and are working on an all-party basis. This is evidenced by recently investing £2 million in the Council's transformation programme. Our people are absolutely key in our transformation agenda, and we are working hard to engage with all staff, securing their support and encouraging their contribution. To find out more about our high ambitions, including our commitment to tackling inequality, social exclusion and involving communities in shaping the future, please download the Council's current Corporate Plan and our Community Strategy, which are available on our website at [www.oxford.gov.uk](http://www.oxford.gov.uk) or from People & Equalities on 01865 252848.

Good luck with your application.

*Peter Sloman*

Peter Sloman  
**Chief Executive**

If you need a translation, a larger print version or a copy of this form in another format, please contact People & Equalities on (01865) 252848.