

Human Resources
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Your Application, Highland Council Recruitment Process & Employee Benefits

You can find all of our vacancies on www.myjobscotland.gov.uk

The Highland Council is an Equal Opportunities employer and is committed to improving the diversity of its workforce. We welcome applications from people from all backgrounds, representative of the communities we serve. We champion diversity, inclusion and wellbeing within the workplace.

Stage 1 – Your Application

Every post we advertise will include a job description, outlining the duties required of the role, and a person specification, describing the skills, knowledge and abilities required to carry out the job role.

Please read all the recruitment documentation before you apply, also gather your personal information (work experience, qualifications and referee's details) so you can complete the application form and evidence how you are suitable for the job.

When completing your application:

- Focus on the "Statement in Support of your Application" section of your application. This is the place to showcase why you are the ideal candidate for the job.
- Refer to the person specification in the "Statement in Support of your Application" section and detail where you meet each of the points to allow the Hiring Manager to see relevant examples of the qualities they are looking for.
- Visit any websites or documents referred to in the vacancy advert prior to completing your application.
- Download and save the job description and person specification and any additional documents from the vacancy job advert as you will be unable to access these once the vacancy has closed.
- You must submit your online application before midnight on the closing date.

Work History

List all part time, full time, relief and voluntary work in chronological order. Please detail the reason for any employment gaps.

You should provide details about each job role so anyone reading the information will have a full understanding of what was involved.

References

The details you provide should be accurate (work telephone number and email address).

You should make sure your referees are willing to provide a reference before adding their names to your application.

One reference should be from your current or most recent employer. This should be a Line Manager who can comment on your performance, attendance and suitability for the post which you have been offered. This should not be a relative or a work colleague providing a reference on a personal basis.


A second reference can be from a previous employer, another individual within your current employment who can comment on your suitability for the post or a character reference from a responsible person who can vouch for your general qualities (NOT a family member or partner).

If this is your first job, you'll need to provide two character references. This must be from responsible persons who can vouch for your general qualities (NOT a family member or partner). If you have recently left school or further education, then we can accept a reference from tutor/teacher/educational professional.

Stage 2 - Shortlisting

The Hiring Manager will review application forms and a recruiting panel will complete the shortlisting process in line with the criteria of the job description and person specification. They will assess your entire application including any required qualifications. The recruiting panel will consider in detail the "Statement in Support of your Application" section, so you need to ensure you have provided sufficient information that will evidence your ability to do the job.

The Highland Council is a Disability Confident Employer and guarantees an interview to any applicant who has indicated that they have a disability in their application form, and who meet the essential criteria of the post.



The Highland Council offers all applicants who indicate they have been a member of the Armed Forces (Regular or Reservist) or are a spouse/partner or dependent of serving Armed Forces personnel who meet the essential criteria for a vacancy a guaranteed interview.

If you are shortlisted, you will receive an Invite to Interview which is usually sent electronically to the email address listed on your application form. This email will contain information explaining how to electronically book an interview slot and how to request any Reasonable Adjustments required to attend interview. You will be able to book your interview time from available slots.

If you are not shortlisted, you will receive notification via email that you have not been successful. Status updates appear in your My Job Scotland online account throughout the process.

Stage 3 - Interview

If you are invited to an interview, it is important to us to make the process run as smoothly as possible for you.

Your Invite to Interview will be sent to the email address listed on your application. This will contain details including the vacancy title and location of the interview (or Microsoft Teams access information if the interview is to be held virtually). As part of the interview you may be asked to provide a presentation to the interview panel on a specified topic.

Preparing for an interview:

- Revisit your application, look at the job description and person specification to re-cap the main duties and responsibilities of the post and the attributes required to carry out the role.
- Research The Highland Council as an organisation. This could give key information on current agendas, hot topics and priorities that could be relevant for the job you are interested in. Information is available on our website www.highland.gov.uk.
- Mentally prepare some examples to showcase how you meet the job description and person specification.
- Think about the questions that you are likely to be asked at the interview.
- If a presentation is required, prepare and practice.

- The interview is also your chance to ask questions and the panel will be happy to answer these. You may want to ask about the vacancy, service or perhaps terms of employment.

You will be required to present certain **original documents** at the interview, namely:

- Evidence of your right to work in the UK (you will receive guidance documents with further details about what satisfies this check).
- Evidence of your qualifications and/or registrations (where required).

Please email Recruitment.Enquiries@highland.gov.uk if you cannot attend the interview.

At the interview:

- There is likely to be a panel of 2 or more members asking the interview questions.
- Questions will be based on the job description and person specification, and you may be asked to describe or give examples that will evidence your ability to undertake the job role.
- The Hiring Manager will outline the terms and conditions of the vacancy.
- You will be given the opportunity to ask any questions you may have at the end of the interview.

You will be contacted by the Hiring Manager regarding the outcome of your interview.

Stage 4 – Pre-employment Checks

If you are successful at interview and conditionally offered the job, there are a number of pre-employment checks which need to be completed before you can commence employment, these include 'Right to Work Check' and the Highland Council Medical questionnaire. At this point your references will be contacted if you are not already employed by Highland Council.

If a PVG check is required for the post, a form will be emailed to you directly by the Business Support HR Recruitment Hub.

Stage 5 – Offer

Once required pre-employment checks have been satisfactorily met (including your references) your start date will be confirmed.

A written Offer of Employment will be sent to the email address stated on your application.

Employee Benefits

The Highland Council is committed to their employees and offers an excellent benefit package that can include:

Work Life Balance and Family Friendly Staff Policies

We have various policies in place to support employees in their work life balance and family commitments, for example:

Family Friendly Staff Policies (including maternity, shared parental, adoption and ordinary parental leave).

Flexible working patterns, including both full time and part time opportunities, depending on the needs of the service.

Hybrid Working (New Ways of Working), depending on the needs of the service. Employees and managers are now accustomed to working in different ways (e.g. home office/hybrid working).

Special Leave – subject to the terms of the policy.

Annual leave and public holidays - 28 days paid holiday plus 7 Public paid holiday (pro rata for part-time staff), rising to 33 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year.

Pension Scheme	<p>Our occupational pensions schemes are very generous.</p> <p>Teachers join the Scottish Teachers Superannuation Scheme, and non-teaching staff join the Local Government Pension Scheme.</p> <p>Agenda for Change posts may align with either NHS Pension Scheme SPPA (if eligible) or Local Government Pension Scheme</p>
Shared Cost AVC Scheme	<p>For members of the Local Government Pension Scheme there is an opportunity to join the Shared Cost AVC Scheme provided by Standard Life. This allows you to supplement your pension benefits and make Tax and National Insurance savings on your contributions at the same time. Access to this benefit is subject to meeting statutory eligibility criteria.</p>
Competitive Salary	<p>Competitive salary with an incremental and annual pay review.</p>
Learning & Development Opportunities	<p>Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.</p>
Removal and Relocation Package	<p>A removal and relocation package of up to £6,500 may be available.</p>
Employee Assistance Programme	<p>Employee Assistance Programme (EAP) through Spectrum Life is available 24/7, 365 days a year and offers in the moment support to employees.</p>
Cycle to Work Scheme	<p>Through our partnership with Halfords, and local retailers, the Council are able to offer employees the opportunity to participate in this scheme, whereby you sign up to a reduction in pay for to access to a new bicycle and make savings on Tax and National Insurance. Access to this benefit is subject to meeting statutory eligibility criteria and a specific window for ordering applies.</p>

Car Scheme	Our Car Scheme (through Vivup) gives you the chance to drive a brand new car for an affordable fixed monthly amount as part of a salary sacrifice initiative. Access to this benefit is subject to meeting statutory eligibility criteria and a specific window for ordering applies.
Annual Leave Purchase	The Annual Leave Purchase staff benefit enables you to take additional holidays and spreads the cost through manageable salary reductions. Access to this benefit is subject to meeting eligibility criteria, Service approval and a specific window for ordering applies.
Employee Discount/Reward Scheme	Vivup Benefit Scheme - A range of discounts to help you save money across hundreds of the UK's favourite high-street and online retailers.
Highlife Highland Discount	High Life Highland Corporate Discount of 10% on an Individual or Family Membership. Available in over 25 leisure centres throughout the Highlands.

