

# Information for applicants (SJC posts)

## our values

### Accountable

We take the initiative and make informed decisions to stay committed to delivering what matters.

### Reliable

We act with integrity and communicate openly to earn trust through our everyday actions.

### Considerate

We value and respect each other to build a culture of empathy and understanding.

### Collaborative

We work as one team combining diverse ideas to deliver innovative solutions.

---

## **applying for employment**

Please read this guidance carefully before you complete the application.

Orkney Islands Council's Equal Opportunities Policy means that we want to ensure that every applicant is treated fairly.

The information you provide in your application form is the only information we will use in deciding whether you will be shortlisted for the selection process. This guidance has been designed to help you complete the application as effectively as possible.

The job profile specification which is included with the advert for the post on the MyJobScotland website gives you important information about the main duties of the post and the must have skills and experience we are looking for in the postholder.

Please read this carefully and ensure that your application covers how you meet the criteria in the person specification.

We are unable to accept CV's or additional information/documentation out with the application form, and any such documentation will not be considered.

## **assistance with completing your application**

Our recruitment process is now largely automated to ensure that we can look to progress employing people as quickly as possible. This process is dependent on applications being submitted online. We would prefer to offer you support to complete your application online, rather than issue paper application forms.

If you would like assistance to apply online, including setting up a MyJobScotland account and completing the online application please contact HR Support on 01856 873535 ext. 2250 or email at [hrsupport@orkney.gov.uk](mailto:hrsupport@orkney.gov.uk) and we will happily look to arrange some time with you to assist.

## **interview expenses**

Where the post attracts interview expenses this will be clearly detailed in the job advertisement and information will be provided to interview candidates explaining how you can make an expense claim.

## **relocation assistance**

Where the post attracts relocation expenses this will be clearly detailed in the job advertisement and information will be provided to successful applicants explaining how you can make an expense claim.

---

## **completing the application**

### **personal details**

Please enter your details fully and clearly so we may contact you about your application.

Applicants with Disabilities – The Council guarantees to interview applicants who indicate they have a disability and meet the essential criteria for the job. If you require any assistance at any stage in the process, please detail this on your application.

### **education**

Please provide details of all qualifications, training, or membership of professional bodies. Do not attach originals or copies of qualifications etc.

### **work history**

Please detail all previous posts/employments, including voluntary work. Please start with your present/most recent employment and work back.

Do not forget to include any relevant voluntary or community work.

Please ensure you explain any employment gaps.

### **memberships**

Please provide full detail of any professional bodies/organisations that you are a member of i.e. General Teaching Council for Scotland, Scottish Social Services Council etc.

Please ensure that you confirm the name of the professional body/organisation, your membership/registration number and level of membership that you hold (where there are various levels).

You should ensure that where professional membership is a requirement for the role as detailed in the advert, job profile this information is fully detailed.

### **courses**

Please provide details of any relevant training courses or other development activity that you have undertaken.

### **sponsorship**

You should confirm whether you have the right to work in the UK without the need for sponsorship.

Please note that the advert for any post will advise whether the Council can potentially sponsor an applicant to a post or not.

---

## other information in support of your application

These sections are for you to detail other relevant information in support of your application. You should make close reference to the criteria specified in the person specification as essential/desirable for the post and ensure that you give examples of where your skills, knowledge and experiences meet these.

## references

Where you are a successful candidate at interview, you will be asked to provide reference details as part of the pre-employment checking process.

We are required obtain two employment references. References are not obtained until an offer of employment has been made.

We strongly advise that you contact the individuals in advance to advise that we will approaching them for a reference very soon.

**Current/Most Recent Employment** - The first reference should be from your current or most recent employer. This should be a Line Manager or other relevant officer in the organisation i.e. HR or more senior 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.

**Subsequent References** – This 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 where either of these options are not possible (see below).

**Self-Employment** - If you have been self-employed, we will require to obtain a reference from HRMC, your bank, accountant, solicitor, or from a trade or client reference.

**Education Reference** - If you are in or have recently left education and have then we can accept a reference from a tutor/teacher/educational professional.

**Character References** – Where you are unable to provide an employment or education reference, we may be able to accept a character reference. For information on who can provide a character reference please see <https://www.gov.uk/countersigning-passport-applications>.

## gaps in employment or education

Please ensure that where there are any gaps in your employment and/or education history in your application that these are detailed, and explanations provided.

## **previous employment with the council**

Please detail any previous employment that you have had with Orkney Islands Council, Orkney Ferries or Orkney Towage. This should include the post you were employed in, approximate dates and reason for leaving.

## **relatives working for the council**

We need this information to meet our obligations under Part V and VI of the Local Government Act 2000. You should declare a relationship and provide relevant details if you are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or employee of the Council or the partner of such a person.

Any applicant who directly or indirectly seeks the support of any councillor or employee for any appointment with the Council will not be entitled to be considered for appointment.

## **current criminal convictions**

You must provide details of any current criminal convictions only, not those which are deemed as spent in terms of the Rehabilitation of Offenders Act.

The Council is committed to the principle of sensitive and proportionate management of criminal convictions, and only where they are of relevance to the employment, will they be an area for concern.

The Council operates a risk assessed approach to criminal convictions and this includes a discussion with any applicant in respect of any potential relevant criminal convictions to ensure that we have a full understanding of the circumstances i.e. a 3-point speeding conviction for a post that does not involve driving is unlikely to be a potentially relevant conviction.

Should the post require a PVG or other check through Disclosure Scotland, this will be progressed for applicants successful at interview only as part of the pre-employment checking processes, and at that stage the entire criminal conviction picture would be considered.

## **guaranteed interview**

The Council is committed to offering guaranteed interviews for any post for applicants that fall into one of the following categories and meet the majority of the must have criteria for that post as detailed in the job profile.

- Are eligible for a job centre work trial.
- Have a disability, we are also committed to make reasonable adjustments to any interview or selection process that may be necessary.
- Care experienced your person or care leaver under the age of 26.
- Current or former armer forces personnel.

---

- Are studying or have achieved the Introduction to care course, a guaranteed interview will be offered for front line care posts only.
- A current Council modern or graduate apprentice.
- A Council employee with unpaid caring responsibility, in line with the provisions of the Carers Leave and Support Policy.
- They are the partner or a resident family member of someone that has relocated to Orkney to take up employment with the Council in line with the provisions of the Relocation Policy.

## **equality monitoring**

The Council is an equal opportunities employer and is committed to promoting equality and social inclusion. The Council operates a policy whose aim is to ensure that unlawful or otherwise unjustifiable discrimination does not take place in recruitment. To help the Council monitor the effectiveness of this policy (and for no other reason) you are asked to provide the information requested on the employment monitoring section.

This section of the application (which gives details of your sex, ethnic origin, date of birth and any disability) will not be made available to the selection panel.

The information you provide on the recruitment monitoring section will be held in confidence by HR and OD details logged onto a confidential database. The information will be used for statistical purposes to enable the Council to conduct its equal opportunities monitoring and reporting obligations.

## **shortlisting**

The shortlisting process is conducted as soon as possible following the closing date and normally within 3 weeks.

Shortlisting dates/timescales are often specified within adverts for posts, to assist you in respect of anticipated timescales for when you would back about your application.

## **shortlisting outcomes**

Shortlisting outcomes will normally be confirmed via email, as soon as possible after the conclusion of the shortlisting process.

## **interviewing/selection**

Interview dates are often specified within adverts for posts, to assist you in respect of anticipated timescales for when you would back about your application.

If you are successful in securing an interview, you will receive an email notification to confirm this and arrangements for the interview/selection process.

We will endeavour to give you at least one week's notice to allow you time to make suitable arrangements. Where you live out with Orkney, we aim to give 2 weeks' notice of an interview wherever possible.

---

Interview invitations are normally sent out using the “E-booking” system. You will receive an email asking you to select an interview time from those available. Slots are allocated on a first come, first served basis so we would advise booking straight away when you receive your email to ensure you get an interview time which is most convenient for you.

If you have not applied using MyJobScotland then you will be allocated a specific slot and notified by letter.

It will not normally be possible to reschedule interviews or offer additional times other than in exceptional circumstances.

You will be informed in advance about the selection techniques to be used. These will always relate directly to the selection criteria.

The interview will also offer you the opportunity to gain experience more about the role and ask any questions you may have.

## **interview outcome**

At your interview you will be told when you will hear the outcome of your application. This will normally be within 3 working days.

Normally successful applicants will be telephoned by the Recruiting Manager, or other member of the interview panel to confirm they have been successful at interview and to confirm if they wish to progress with an offer of employment in the role.

Where you have been not been successful on that occasion you will normally be contacted via email to advise of this.

## **feedback**

The Recruiting Manager will be happy to arrange to provide feedback to any applicant. Feedback can be provided in writing or arrange a time to provide feedback over the phone, Teams or in person as appropriate.

To request feedback please contact the recruiting manager, their contact details will be found in the advert for the post.

Alternatively, please email [hrsupport@orkney.gov.uk](mailto:hrsupport@orkney.gov.uk) and they will forward your request to the Recruiting Manager.

## **sponsorship**

The Council is registered with the Home Office as a Licensed Sponsor for Skilled Workers, so can for relevant posts seek the ability to sponsor an overseas applicant.

The advert for the post will confirm whether the post is eligible for sponsorship or not.

It is important to note that the Council does not control the issue of Certificates of Sponsorship and cannot guarantee that even where the criteria are all met, that the Home Office will issue a Certificate of Sponsorship.

---

Applicants that may require a Visa/Sponsorship are strongly advised to seek early detailed information from the UK Home Office in respect of the criteria, requirements, and associated costs.

Any offer of employment, where there is only a temporary visa, a time limited sponsorship or temporary right to remain will be a temporary contract, with an end date aligned to the end date of the visa/sponsorship/leave to remain.

Where the original recruitment for the post was permanent but offered temporary based on temporary visas/sponsorship and an individual subsequently gains permanent residence, permanent leave to remain etc, the employment contract will be amended to permanent without the requirement for further application.

## **pre-employment checking**

In order that the Council can make a formal offer of employment, it is important that applicants respond promptly and accurately to the pre-employment checking process.

## **evidence of must have qualification**

Where the job profile/advert details must have qualification(s) and/or professional membership you will be required to bring those original certificates/evidence to your interview, along with copies of the same for us to retain.

If you are unsuccessful at interview, we will destroy the photocopies of qualifications and/or professional memberships in line with the data protection requirements.

## **evidence of professional membership**

Where the job profile/advert details must have qualification(s) and/or professional membership you will be required to bring those original certificates/ evidence to your interview, along with copies of the same for us to retain.

If you are unsuccessful at interview, we will destroy the photocopies of qualifications and/or professional memberships in line with the data protection requirements.

## **evidence of driving licence**

If this is detailed as must have within the job profile and/or advert, we will require to see evidence that you hold the relevant current driving licence allowing you to drive in the UK.

We will need to see your original driving licence and a check code issued through DVLA (for licences issued in Scotland, Wales and England) <https://www.gov.uk/check-%20driving-information> or through NI Direct (for licences issued in Northern Ireland) <https://www.nidirect.gov.uk/information-and-services/motoring/driving-licences>.

## **right to work in the UK**

All interview applicants (including UK citizens and current employees of the Council applying for alternative employment) are required to evidence their eligibility to work in the UK. You will be required to bring to interview, original documents to evidence this, along with copies of the same for us to verify and retain on your personnel file where you commence employment with the Council.

If you are unsuccessful at interview, we will destroy the photocopies of evidence of right to work in line with the data protection requirements.

Further information in respect of evidencing your right to work in the UK is available from the UK Government on their website <https://www.gov.uk/prove-right-to-work>

## **british and irish citizens**

You can evidence your right to work in the UK with any of the following:

- A British passport
- An Irish passport or passport card.
- A certificate of registration or naturalisation as a British citizen.

and

- An official letter or document from a previous employer or government agency showing your name and National Insurance Number.

## **non-british and irish citizens (including other eu citizens)**

You can evidence your right to work in the UK with either:

- a right to work share code.
- Information on how to apply for your share code is available from the UK Government website <https://www.gov.uk/prove-right-to-work/get-a-share-code-online>
- your immigration documents.

Information on what immigration documentation you will need to provide is available from the UK Government website <https://www.gov.uk/prove-right-to-work/using-immigration-documents>

## **references**

Satisfactory references are to be obtained as detailed in section 1 above, and employment cannot commence without receipt of these.

## **pre-employment health clearance**

As part of its commitment to wellbeing support and reasonable adjustments the Council undertakes pre-employment health clearance for all employment, via Occupational Health. The approach used varies, depending on the assessed level of demand and nature of the work conducted.

For most applicants this will simply be to complete a short online occupational health questionnaire.

---

For safety critical posts that involve any of the following, a short teleconsultation with Occupational Health will be required:

- Regular and sustained night working.
- Airfield posts.
- Regular/ongoing requirement for Lone working that requires risk assessments to be in place.
- Regular and ongoing requirement for working at heights.
- Regular and ongoing requirement for working in confined spaces.
- Exposure to possible hand arm vibration syndrome (HAVS).

For posts some safety critical posts that involve ongoing health surveillance an in-person appointment with Occupational Health is necessary for the following:

- Occupational driving of HGV or PDV.
- Seagoing posts (ENG1 or other equivalent medical).
- Quarry posts.
- Environmental Health posts dealing with noise matters.
- Exposure to possible hand arm vibration syndrome (HAVS) at level 3 or 4.

## **Criminal Record Checks via Disclosure Scotland**

The Council has a range of employment that will require a criminal conviction check via Disclosure Scotland, as part of the pre-employment processes. The advert/job profile for the post will confirm this and the type of check required.

The Council does is committed to the principles of rehabilitation of offenders and will only seek information in respect of criminal convictions for posts where there is a legal requirement or other obligation on the Council to do so.

Information in respect of criminal convictions, will not be sought as part of the application or interview process, and will be picked up in the pre-employment checking stage for successful interview candidates.

The types of check and example reasons for these include:

<b>Type of Criminal Convictions Check</b>	<b>Example Reason for check</b>
Level 1 check	All Council employees who have access to the Council secure government next work and or have an orkney.gov.uk email address.
Level 2 check	Required for certain types of employment i.e. Solicitors, Accountants
Level 2 check with barred lists	Required for certain types of employment.
PVG Scheme Membership for Children	Where a posts duties and responsibilities meet the legal definition of a regulated role with children.

PVG Scheme Membership for Adults	Where a posts duties and responsibilities meet the legal definition of a regulated role with adults.
----------------------------------	--

Where there is a requirement for criminal convictions check, it is illegal for the Council to enable an applicant to commence work in that role prior to the outcome of that check.

## **Criminal Record Checks – Lived/Worked Abroad**

Individuals that fall into one of the following categories will need to provide an overseas criminal record check, and if necessary, a certified translation of the same:

- Resident in the UK for most of your adult life and have lived continuously for a period of three months or longer in an overseas country within the last five years.
- You have moved to the UK within the last ten years having previously lived abroad for most of your adult life.

The relevant Foreign Embassy will be able to provide guidance on the process for each country. Further information can be found at [www.fco.gov.uk](http://www.fco.gov.uk).

## **Offer of Employment**

Where you are successful at interview you will receive a conditional offer of employment, subject to successful completion of the pre-employment checking process.

Following successful completion of the pre-employment checks, the recruiting manager will be in contact with you to agree a start date, following this a formal contract of employment will be issued to you.

## **Data Protection**

The personal data you provide during the recruitment process will be held on file for a period of 12 months, at which time they will be destroyed/deleted. If you are successful in appointment the application will be kept in your Personal file for the duration of your employment with Orkney Islands Council.

The Council employment privacy statement is available on the Council website. [Staff Hub - Policies](#)

## **Fair Recruitment**

Orkney Islands Council puts significant importance on ensuring that every stage in our recruitment process is objective and fair in line with the Council Recruitment and Selection Policy. We have a duty to ensure that everyone is treated in a non-discriminatory way. We hope that you will feel that you have been treated even if you are not appointed.

Should you feel dissatisfied please contact the Recruiting Manager. If you are still unhappy you should write to HR & OD giving details of the post, you have applied for, and we will ensure that the matter is investigated.

---

We will aim to respond to you in writing within three weeks of receiving your letter. If there is a delay in responding to you, we will write to you after 10 working days explaining the reasons for the delay and when we expect to be able to respond. If your complaint is found to be valid, we will review as appropriate our recruitment procedures.

We hope that you will be successful in your application. However, if you are not, please do not be discouraged from re-applying – your skills and experience may be what we need for our next vacancy.

## **other employment information**

### **what does the job do?**

The job profile for the role, available as a document from the MyJobScotland advert for the post gives you details of the duties and responsibilities. If you would like further information, you can contact the recruiting manager.

### **what is the pay for the job?**

The advert and job profile for the post, provide details of the Council Grade, the hourly rate of pay and the annual salary for the post.

Additionally, these confirm where any allowances are payable i.e. a 33%-night work allowance where your post is a night worker.

The detailed information about the Council pay structure for your post and hourly rate of pay and annual salary is included at the end of this document for reference.

### **how and when will I be paid?**

You will normally be paid monthly into your bank on the 15 days of each month in respect of the month ending on that day.

Where the 15 of the months is over a weekend or bank holiday, you will normally be paid the day before.

The Council provides payslips via the Council MyView system. Where you have no ability to access this system from work, at home or via a mobile device or require reasonable adjustments in respect of a disability, you can request a paper payslip be sent to you.

### **what is the working pattern for the job?**

The advert for the post gives you the normal week working hours for the job.

The job profile/advert will confirm the normal working arrangements of where you will work, the working hours, if the job involves shift work, weekend work or nightwork.

If you have any further queries or would like further information on this, please contact the recruiting manager.

---

## **is the job permanent or temporary?**

The advert for the post will confirm the type of contract for this post i.e. Permanent, Temporary or Casual/Relief/Supply. Where the post is temporary the advert will also confirm anticipated the start date and end date for the employment.

## **annual leave**

The Council Leave Year is from 1 April to 31 March.

Minimum annual leave entitlement is 21 days, although employees entering the service part way through a leave year and those working on a part-time, part-year or annualised hours basis will be entitled to annual leave on a pro-rata basis calculated from the date of commencement to 31st March, in that year.

Payment for all holidays will be at normal salary rate, including Distant Islands Allowance.

Should you leave the Council's employment before the end of a leave year, the entitlement for that year will be calculated on a pro-rata basis, taken from 1 April immediately preceding, to the date of leaving.

Your annual leave entitlement will increase by 1 day for each completed year of continuous service as of 1 April, up to a maximum of 5 additional days.

Where you are absent through illness for a period exceeding 13 weeks the Council will limit the annual leave to an amount equal to the period of actual service given during the leave year, subject to a minimum of 5.6 weeks statutory leave (including public holidays & floating days) being taken in any leave year.

## **public holidays**

The Council has 10 public holidays each year and three additional "floating" days.

The Council may require some or all the public holidays and floating days to be taken during the Christmas/New Year period. Employees will be entitled to any public holidays which occur in your period of employment, although for employees entering or leaving the service part way through the leave year the public holidays will be pro-rated over the complete leave year rather than being awarded as and when they fall.

Work on a general or public holiday will be paid at the rate of double time in complete recompense or single time with equivalent time off in lieu (TOIL). Overtime worked on 25, 26 December 1, 2 January will be paid at the rate of double time with equivalent TOIL.

Where the time worked is up to 4 hours the TOIL will be 4 hours. Where the time worked is more than 4 hours the TOIL will be equal to the actual time worked subject to a minimum of 7 hours.

## **types of paid leave**

Under Council Conditions of Service and/or Statutory entitlement paid leave is available for a range of circumstances including Sickness, Maternity, Adoption, Surrogacy, shared parental leave, Compassionate leave, Study leave/exam leave, preventative medical appointments, public duties, Representing your country at sport or coaching, Armed forces reserve training, Foster/Kinship Carers.

## **training**

All Council employees, including casual/relief/supply workers are required to complete Council Induction and other mandatory and ongoing refresher training, in accordance with the Corporate Mandatory Courses for New & Existing Employees of Orkney Island Council.

Any additional induction/mandatory training required for your role will be confirmed with you by your line manager as part of your induction process.

This mandatory training will normally be completed within their contracted/working hours. Where this is not possible for casual, supply, or relief workers (or in exceptional circumstances part-time contracted employees), payment/time off in lieu of the time to complete the training may be offered with management approval.

## **continuous service**

Local Government Service date is calculated based on continuous employment with employers and organisations listed in The Redundancy Payments (Continuity of Employment in Local Government, etc.) (Modification Order) 1999, as amended.

Your Local Government continuous service date will be considered for the purposes of calculating Annual Leave, Sickness Allowance and Maternity, Paternity, Adoption Leave entitlements, as well as any other service-based entitlements under the contract of employment, except for salary placing.

Entitlement to redundancy will be calculated based on your Local Government continuous service date, except in the instance where you hold more than one post within the Council. In these circumstances entitlement to redundancy from a specific post will be calculated using the start date in that post.

## **distant islands allowance**

Distant Islands Allowance is payable to all Council employees in addition to their normal salary. The purpose of distant islands allowance is to assist with the increased costs of living in a remote or islands setting.

Payment of distant islands allowance is subject to the requirement that an individual must be physically based within the geographical boundaries of Orkney Islands Council.

## **sick pay**

The Council operates an Occupational Sick Pay Scheme, details of which can be found in the Scottish Joint Council (SJC) Employees Conditions of Service booklet included as part of the supporting documentation in the advert for this post.

## **working abroad**

It is not anticipated that this post will require work to be undertaken outside the United Kingdom.

## **flexible working**

The Council is committed positively to a range of flexible working options, subject the need to be able to provide services to the communities of Orkney. Flexible working requests can be made and will be considered by the manager, no request will be unreasonably refused.

## **home and remote working**

As part of the Council flexible working arrangements individual can make requests for home working, hybrid working where work is carried out in a combination of working from home and the normal place of work and for out of Orkney working.

## **pension**

The Council provides an occupational pension scheme. For this post it is a Local Government Pension Scheme. Entitlement to join the scheme will depend on the nature of the contract of employment, as follows:

<b>Contract Type</b>	<b>Pension Membership</b>
<b>Permanent and Temp Contracts over 3 months</b>	You will be automatically entered into the Local Government Pension Scheme, unless you notify the Pension section, in writing, that you do not wish to become a member of the Scheme.
<b>Temporary contracts of under 3 months</b>	Where your temporary contract is for under 3 months in duration, you would not automatically be entered into the Local Government Pension Scheme but would have the ability to do so should you wish.  Should the contract extend over 3 months at that point you would be automatically entered into the Local Government Pension Scheme unless you notify that you did not wish to.
<b>Casual/Relief/Supply</b>	Casual/Supply/Relief workers can opt to join the Local Government Pension Scheme.

Further details about the Local Government Pension Scheme are available from the Pension Section at the Council or at <https://www.scotlgpsmember.org/>

## **collective agreements**

The terms and conditions of employment for this post are in accordance with the collective agreements negotiated from time to time by the Scottish Joint Council for Local Government Employees (apart from as varied herein, which variations are hereby declared express variations) as adopted by Orkney Islands Council.

Furthermore, these provisions may be supplemented/amended by local collective agreements made by the Council. Local variations applied under single status are per the attached appendix to written statement of terms and conditions of employment.

---

The local and national conditions of service applicable to this post are detailed in the Scottish Joint Council (SJC) Employees Conditions of Service booklet included as part of the supporting documentation in the advert for this post.

## **disciplinary procedures**

The Council has an agreed Disciplinary Policy and Procedure for dealing with disciplinary matters. This procedure is a collective agreement between the Council and the locally recognised trade unions.

## **grievance procedures**

The Council has an agreed Grievance Policy and Procedure to enable employees to raise and seek resolution to work related concerns. This procedure is a collective agreement between the Council and the locally recognised trade unions.