

Notes for Applicants

Introduction

Moray Council aims to provide services of the highest quality for the community of Moray and believes that the key to achieving this is to have an efficient organisation employing well-trained people.

These notes are intended to outline the main aspects of employment with Moray Council. They are intended to inform and assist applicants, but you should note that they are guidance notes only: a definitive statement on any particular aspect may be obtained from the Human Resources Section if required.

References

All candidates are required to provide details of referees who can provide references covering the previous 3 years of employment. One of these must be your present or most recent employer, where relevant. References will only be taken up for candidates shortlisted for interview. It will be assumed that it is in order to approach your referees without further consultation unless indicated on the application form as instructed.

Education and qualifications

If you are applying for a post that has a requirement for specific qualification(s), any offer of appointment will be subject to you providing evidence of such qualification(s) at interview.

Canvassing

Canvassing of members or officers of the Council directly or indirectly in connection with an appointment with the Council shall result in the candidate being disqualified. This means that you should not in any way try to influence anybody that may be connected with the shortlisting or interviewing of the post.

Declaration

You are asked to provide a declaration on the application form that the information provided is true and complete to the best of your knowledge and belief. If you are appointed and it is subsequently discovered that you have made a false statement on the application form, the Council reserves the right to terminate your appointment.

Equal opportunities in employment

All employees and applicants for employment will be given equal opportunity in recruitment, in training and promotion to more senior posts, irrespective of age, race, colour, sex, marital status, political or religious belief or disability. Selection decisions will be based solely on objective criteria related to the requirements of the position. The Council will interview all applicants with a disability who meet the essential criteria for a job vacancy.

Asylum and immigration act 1996

Employers must ensure, under Section 8 of the Asylum & Immigration Act (1996) that any prospective employee is legally entitled to live and work in the UK. Applicants will be required to provide documentary evidence, at the interview stage, in the form of a Passport or National Insurance number (e.g. P45, P60) and full birth certificate. If you do not have a National Insurance number but you are entitled to live and work in the UK, you will be asked to supply documentary evidence to support this. If you have any queries, please contact Human Resources.

Complaints procedure

If you feel your application has been unfairly treated, you can write to the Chief Officer, MIJB at Council Offices, High Street, Elgin, IV30 1BX, explaining the nature of your complaint. Your complaint will then be investigated and a reply sent to you.

Summary of General Conditions of Service

Hours

Normal full-time hours of work, excluding meal breaks, are 36¼ per week Monday to Friday, although you will be expected to work reasonable hours required to do the job. The Council operates Flexible Working on the understanding that the service to the public is maintained at all times to the highest standard.

Annual leave

The council's leave year operates from 1 January to 31 December each year. Leave may not be carried over from one year to the next. The annual leave entitlement for a full calendar year is 28 days including 5 floating days in lieu of local holidays. This shall be increased to 33 days for employees having not less than 5 years continuous service at the commencement of the leave year.

In addition, the 7 public holidays recognised by the council will be granted as holidays with pay.

Relocation

As a permanent Local Government employee taking up post from outside Moray and thereby required to move homes, the appointee may be eligible for relocation and resettlement allowances. Full details are available from Human Resources.

Politically restricted posts

The Local Government & Housing Act 1989 requires that certain council jobs have political restrictions applied to them. The post of Head of Service & Chief Social Work Officer is designated a politically restricted post as a statutory and non-statutory Chief Officer reporting to the Chief Officer, Health and Social Care Moray.

Pension

Moray Council operates a contribution based pension scheme, which provides a guaranteed final pension fund. You will automatically become a member of the Local Government Pension Scheme as operated by this Authority, unless you elect, in writing, to opt out. A new scheme was introduced in April 2015 the key features of which are career average based benefits; 1/49th accrual rate; and a CPI increase to benefits. Further details on the scheme can be obtained from the Pensions Section at North East Scotland Pension Fund on 01224 814949.