

**Dumfries**  
and **Galloway**

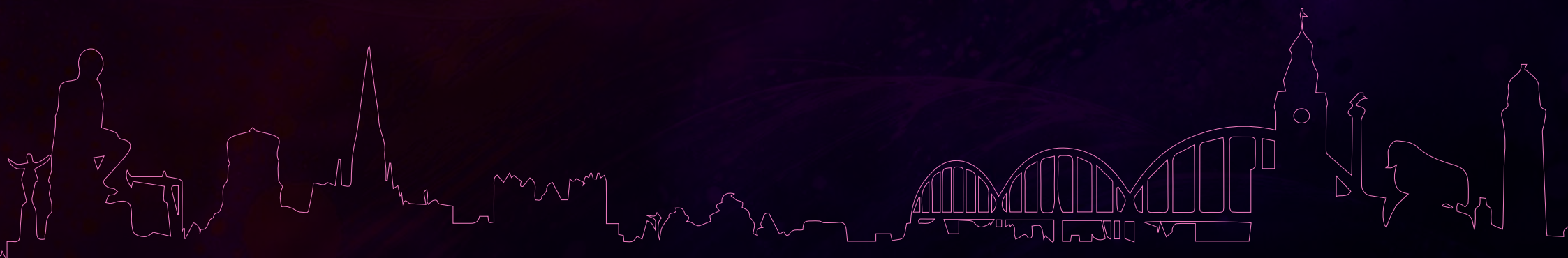


# INFORMATION FOR APPLICANTS



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# Our Vision

“

Our ambition is to be a **successful region**, with a **growing economy**, based on **fairness, opportunity** and **quality public services**, where all citizens prosper. Working in partnership, with **connected, healthy and sustainable communities**.

The region will be **the natural place to live, work, visit and invest**.



”

# Our Region

Dumfries and Galloway is shaped and defined by the people who call it home. They are its lifeblood and reflect the history, heritage and culture of the region.

Our population is dispersed across a rural area with a coastline that extends from Loch Ryan and the North Channel round to the Solway Firth and the Cumbrian coast in England.

Dumfries and Galloway has a strong sense of community, including a number of operational community councils.

The quality of the landscape has been recognised in the designation of three National Scenic Areas (NSA) and we are a key partner in the Regional Skills Investment Plan – South of Scotland [Regional Skills Investment Plan](#).

For additional information on our region go to [www.visitdumfriesandgalloway.co.uk](http://www.visitdumfriesandgalloway.co.uk)



There are around  
**70,000**  
households



The Dumfries and Galloway Council area is 6,426km<sup>2</sup>, and is the third largest Council area in Scotland

## Our largest settlements are:



**Dumfries**  
(48,000)

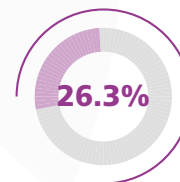


**Stranraer**  
(13,000)



**Annan**  
(9,080)

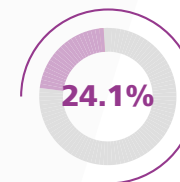
## The population numbers are forecast to decline as shown:



of the  
population are  
65 and over



The average age of the  
population is 46 years old  
(UK 40, Scotland 42)



of the  
population are  
24 and under

# Working with Dumfries and Galloway Council



As the region's largest employer we're responsible for delivering the services that make life better to over 148,000 people. That's why everything we do is driven by high standards and a vision designed to meet the needs and aspirations of the communities we serve. Working here allows you to make the most of your skills. Whatever they are.

Our ambition is to be a successful region, with a growing economy, based on fairness, opportunity and quality public partnership services, where all citizens prosper. Working in partnership, with connected, healthy and sustainable communities the region will be the natural place to live, work, visit and invest. Our aims are to:

- Safeguard our future.
- Support our citizens.
- Support our communities.
- Be a responsive council.

We're responsible for ensuring that we recognise the input of our 6,500 people and understand that while your work matters to you, it's not the only thing going on in your life. That's why we offer a range of flexible working patterns and generous holiday allowance as well as family friendly leave time, where appropriate.

We work as a team, working together to make a real and positive impact on the lives of everyone in the region. We believe that sharing knowledge and expertise is essential to delivering the best service possible and will support your ambition and do all we can when it comes to your career development and training.

At the heart of our ambition to be a great employer are our core behaviours. Through our SUPPORT we will work together so we all thrive and flourish:

**S**

Strengthen  
our communities

**U**

Understand  
our children's  
needs

**P**

Protect  
our vulnerable  
people

**P**

Promote  
equality and  
diversity

**O**

Open and  
Transparent  
at all times

**R**

Respect  
our environment

**T**

Treat  
each other with  
kindness

# How to apply



We are committed to fair recruitment and make offers for our positions based on merit and ensure that all candidates have an equal opportunity to demonstrate their suitability for roles.

We welcome applications from candidates including neurodiverse, disabled and under-represented groups and we provide recruitment and workplace adjustments for anyone who needs them.

Before you start take the time to read through the following guidance:

## Searching for a job



## Tips for applying



## Next steps



## Guaranteed Job Interview



## Job Offer Checks



## Searching for a job

You can review the latest Dumfries and Galloway Council vacancies and apply through My Jobs Scotland. If you see a job you're interested in which matches your skills, you can apply by completing the online application form.

At Dumfries and Galloway Council, job vacancies consist of an initial paragraph relating to the job description and person specification attached – which contains details of job purpose, core responsibilities / duties, essential / desirable criteria and in some vacancies additional requirements. The advert text gives a brief overview of what the job entails. The person specification provides more details about what experience, skills, knowledge, qualifications and training the ideal candidate must be able to demonstrate to undertake the role.

Each application you make should be tailored to demonstrate the skills, knowledge, qualifications and training you possess which meets the essential and desirable

Recruitment for senior level positions may differ from those outlined below and will be explained during the recruitment process.

## Completing the job application form

Ideally you should gather all the relevant information about yourself (work experience, qualifications and referees details) in one word document before starting an application form.

This approach would mean you can concentrate on tailoring your application to the job you're applying for, rather than jogging your memory about dates. Your application will be broken down into:

- current or most recent job title and employer

### Qualifications

- record your further education and qualifications related to the role you're applying for. Put these in order, from the most recent. If you're applying for an entry level role or you don't have further education qualifications, then include your secondary school qualifications.



## Work history

- you can include part time, full time, relief and voluntary work
- list with your current job first and work backwards. You should provide a brief description of your responsibilities and experience gained. The information should be enough so that anyone reading the information will have a full understanding of what was involved and what you did.

## Professional memberships

- For example – CIWM (waste management), BASW (Social Work), CILIP (Libraries) CIPD (Human Resources)

## Courses

- For example – first aid, manual handling – what you think may be relevant to the role

## Referees

Your referees should include your most recent employer

- 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.
- For all posts within a social care and social work setting, if you are not currently working with vulnerable people but have done so in the past it is important that you provide the details of a line manager/employer whom you were most recently employed in work with vulnerable people. Please refer to the following table and adhere to the guidance within it, regarding who it is appropriate to request references from:



| Your Employment Status                                  | Reference 1                                                                                                                                                    | Reference 2                                                                                                                                                                                                                                                  |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Currently employed within Dumfries and Galloway Council | From immediate line manager.                                                                                                                                   | From most recent previous line manager/employer<br><br>If no previous employment history then a character reference from a school, university, voluntary organisation.<br><br>Please note that a reference from a family member or friend is not acceptable. |
| Currently employed outwith Dumfries & Galloway Council  | From current line manager/ employer                                                                                                                            | From most recent previous line manager/employer<br><br>If no previous employment history then a character reference from a school, university, voluntary organisation.<br><br>Please note that a reference from a family member or friend is not acceptable. |
| Not currently employed                                  | From most recent previous employer/line manager                                                                                                                | From another previous line manager/employer<br><br>If no previous employment history then a character reference from a school, university, voluntary organisation.<br><br>Please note that a reference from a family member or friend is not acceptable.     |
| Never been employed                                     | A character reference from a school, university, voluntary organisation.<br><br>Please note that a reference from a family member or friend is not acceptable. | A character reference from a school, university, voluntary organisation.<br><br>Please note that a reference from a family member or friend is not acceptable.                                                                                               |
| Currently selfemployed                                  | From an organisation that can verify self-employment dates e.g. Inland Revenue records.                                                                        | From most recent previous line manager/employer<br><br>If no previous employer, a character reference from a school, university, voluntary organisation.<br><br>Please note that a reference from a family member or friend is not acceptable.               |

(The preferred candidate will only be given a start date once all pre-employment checks are completed satisfactory, this includes references).

## Application questions

### 1. Please let us know of any relevant training/development

This question allows us to know how your training/development relates to the role. For example, it is not enough to say that you have attended several courses, you need to link the course to the responsibilities of the role – allergen awareness course if you are applying for a cook's position.

### 2. Please provide any further details you feel support your application.

This question gives you the opportunity to highlight all the transferable skills, knowledge and experience you have that would mean you meet at least **all of the essential criteria and as much of the desirable criteria as possible**.

For instance, it's not simply enough to say when applying for an admin role 'I have 5 years of experience in an admin role'. One person who has 5 years of experience in an administration role will not have the same skills, experience and knowledge as another person with 5 years' experience in an admin role. You should provide a relevant practical example to demonstrate you meet each criteria. If the job profile asks for 'excellent communication skills' in the essential criteria, it is simply not enough to say 'I demonstrate in my current role excellent communication skills'. What type of communication skills?

Do you communicate with colleagues, internal / external customers, senior management, other organisations and stakeholders face to face? Through email? On the telephone?

The recruiting manager should be able to read your application and have a full understanding of the skills, experience and knowledge you have, and be in no doubt that you meet all of the essential criteria and as much of the desirable criteria as possible.

### 3. Are you an EEA (European Economic Area)applicant including the UK?

This is to help us identify if you need a visa to work in the UK and will need sponsorship. You can check if you need a visa [here](#) desirable criteria.

It's important you link your application to **all the essential criteria and as much as the desirable criteria as possible** to increase your chances of an interview.

The recruitment selection panel and the recruiting manager will decide on which candidates fully demonstrate the essential / desirable criteria and who will be invited to interview.

## Invitation to Interview

If you are successful in being invited to interview, you will receive this information by email. It's important to check your email address linked to your myjobscotland account regularly after the closing date to avoid missing the invite or general updates on the vacancy.

## Interview

Some interviews may be a straightforward series of questions, others may involve the use of other selection tools e.g. presentation, written exercise or a practical test.

It's a good idea to bring along copies of your application form and job profile. You can read the information while you are waiting at reception and it will be fresh in your mind when you begin the interview.

If the position requires a qualification to be held as part of the essential criteria, you should bring evidence of holding this e.g. HND certificate to your interview, in order for the panel to review this. You're not required to bring every qualification you have ever obtained.

You will also be required to bring two forms of identification to show that you are able to work in the UK if you are not seeking sponsorship. You will receive further information on this in your invitation. The interview panel will likely consist of between two to We are proud to be recognised as a Disability Confident Employer. If you consider yourself to have a disability and wish to be considered under the Guaranteed Job Interview Scheme then you will have to indicate this in your application. In the application form there is a question 'Do you consider yourself to have a disability or a long-term health condition? If you say yes and are able to demonstrate in your application you meet all the **essential criteria** found in the job profile, you will then be guaranteed an interview.

## Job offer pending checks

After the interview, if you're identified as the preferred candidate you'll receive notification of the **job offer pending checks**.

**A start date will only be given once all pre-employment checks are complete to a satisfactory level.**

These include but not an exhausted list: –

### Right to work documentation

- Passport
- Residence permit/visa/work permit
- National insurance number plus full birth certificate
- Referees
- If you're the preferred candidate you should alert your referees that a request will be sent for a reference to ensure as quick a response as possible.

### Disclosure Scotland (where applicable)

- The preferred candidate will receive the appropriate link to complete their application.

### Overseas Criminal Records Checks

If a Standard or Enhanced Disclosure or PVG is required as part of the role and if you have spent more than 3 months working or living out with the UK in the last 5 years then you'll be required to present a copy of an overseas criminal record check. This is to cover your time out with the UK as Disclosure Scotland only relates to time spent in the UK.

- Times vary depending on which country you're applying for an overseas criminal records check. Ideally you should apply for this as soon as possible to avoid delays in a start date.

Once all the preemployment checks have been complete to a satisfactory level, the Recruiting Manager (future line manager) will contact you to discuss a start date.

# What we offer



We believe that rewards are about more than just a salary.

We offer our employees a comprehensive package of benefits and a chance to make a real difference contributing to services in Dumfries and Galloway. We offer rewarding careers in an inclusive environment with flexible working options to achieve the right work/life balance.

## 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 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 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 - 35 days paid holiday inclusive of Public paid holiday (pro rata for part-time staff), rising to 39 days paid holiday (pro rata for part-time staff) after 5 years continuous service at the commencement of the next leave year. Teaching staff have a different leave allocation.

## Annual Leave Purchase

The annual leave purchase staff benefit enables you to take additional holidays (up to two weeks) and spreads the cost through manageable salary reductions. Access to this benefit is subject to Service approval.

## Pension Scheme

Our occupational pensions schemes are very generous career average schemes.

Teachers join the Scottish Teachers Superannuation Scheme (STSS), and non-teaching staff join the Local Government Pension Scheme (LGPS). When you join Dumfries and Galloway Council, if eligible, you will be automatically enrolled in the relevant scheme.

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

## Competitive Salary

Competitive salary with an incremental and annual pay review.

### Learning & Development Opportunities

Wide range of learning and development opportunities with an annual review to discuss career opportunities and progression.

### Removal and Relocation Package

A removal and relocation package of up to £5,000 may be available.

## Cycle to Work Scheme

The Cycle to Work Scheme allows employees to lease bicycles and cycling equipment. You pay a tax-free monthly amount for the equipment, with the option to own the bicycle at the end of the lease period.

Dumfries and Galloway Council is partnering with Green Commute Initiative to deliver this scheme, open to all staff who meet the eligibility criteria.

## Vivup

Through our employee benefits platform with Vivup we offer a range of discounts from top UK retailers, supermarkets, restaurants, holidays, utility providers and more plus local discounts and offers.

## Occupational Health Services

Our Council's Occupational Health provider supports staff health and wellbeing, offering our employees access to physiotherapy and counselling sessions. This confidential support is available to help employees look after their physical and mental wellbeing, recover from illness or injury, and feel supported at work.



# Diversity and Inclusion



Here at Dumfries and Galloway Council, we are committed to equality and diversity. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity, and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We are looking for people that can bring different perspectives and experiences and especially welcome applications from those who are underrepresented in our organisation and sector, such as candidates from Black, Asian and ethnically diverse backgrounds.

We work closely with our employees and have a range of staff networks who support and represent the interests of colleagues and their allies including:

- LGBT+;
- Women;
- Carers; and colleagues with a disability, long-term health condition or are neurodiverse.

## Disability Confident

We are proud to be recognised as a Disability Confident Employer. As users of the scheme disabled candidates who meet the minimum (essential) criteria for a vacancy specified in the job description will be guaranteed an interview. Please



let us know if you require any reasonable adjustments during the recruitment process. We aim to help and support in any way we can during the recruitment process.

To support disabled colleagues working in the Council we have a toolkit in place regarding reasonable adjustments. This provides both employees and managers with support and guidance for agreeing what adjustments can be made to support them to do their job.

Staff sometimes develop a disability during the course of their employment and Dumfries and Galloway Council will do everything possible to help them stay in employment if this is their wish. This is our legal duty, but it is also a sensible step to help retain staff with valuable skills.

## Equality Monitoring

To ensure we are providing equality of opportunity, we ask all candidates to complete an Equality Monitoring Questionnaire as part of our process – this information is not shared with the selection team other than to advise on eligibility for a guaranteed job interview under the Disability Confident Scheme or on any necessary adjustments to process.

Help for British Sign Language users

British Sign Language (BSL) users can contact us via Contact Scotland BSL, the online British Sign Language interpreting service. Find out more on the [contactSCOTLAND website](#).

The image features a tall, white lighthouse with a dark lantern room, situated on a rugged, rocky island. The background consists of rolling hills under a sky with a vibrant purple and blue gradient. A semi-transparent dark blue rounded rectangle is positioned in the lower-left quadrant, containing white text. At the bottom of the image, there is a thin, white line-art silhouette of a city skyline, including various buildings and a bridge.

Outstanding and beautiful natural  
landscapes, uplands, rivers and  
seascapes and abundance of open  
space and dark skies.