

Dumfries
and **Galloway**

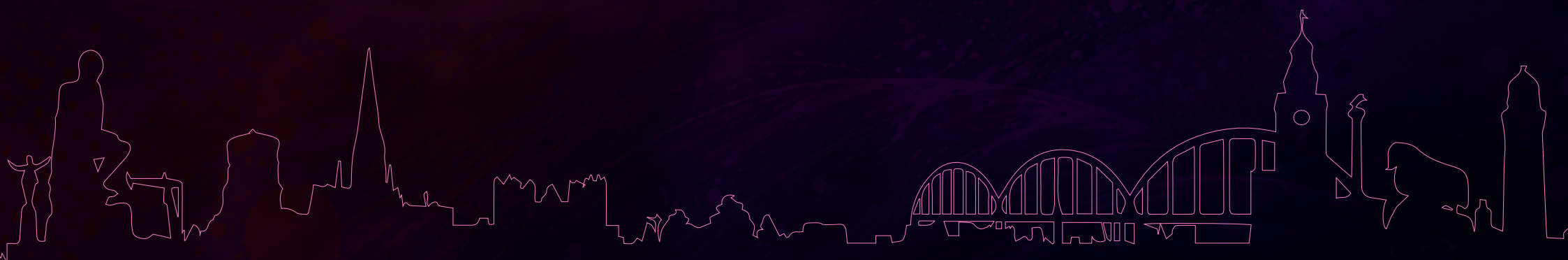


Information for Applicants



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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 by the people who call it home. They reflect the region's history, heritage and culture.

Our population is spread across a rural area with a coastline that stretches from Loch Ryan and the North Channel to the Solway Firth and the Cumbrian coast.

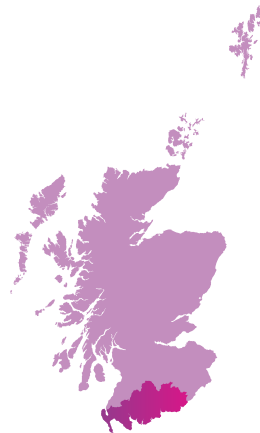
There is a strong sense of community, supported by a network of active community councils.

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

Find out more about our region at:
www.visitdumfriesandgalloway.co.uk.



There are around
70,000
households



The Dumfries and Galloway
Council area is 6,426km²,
and is the third largest
Council area in Scotland

Our largest settlements are:



Dumfries
(48,000)

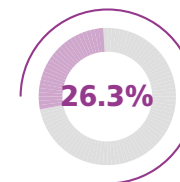
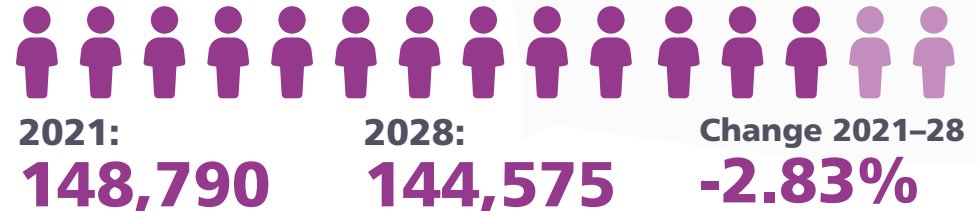


Stranraer
(13,000)



Annan
(9080)

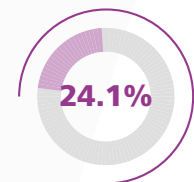
The population numbers are forecast to decline as shown:



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 deliver services that make life better for 145,000 people. Everything we do is driven by high standards and a clear focus on meeting the needs of our communities.

Working here gives you the opportunity to use and develop your skills.

Our ambition is to create a successful region with a growing economy built on fairness, opportunity and high-quality public services.

By working in partnership, we support connected, healthy and sustainable communities, making the region a great place to live, work, visit and invest.

Our aims are to:

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

We value the contribution of our 6500 employees and recognise that work is only one part of life. That's why we offer flexible working arrangements, a generous holiday allowance and family friendly policies.

We work collaboratively to make a real and positive impact on the lives of everyone in the region. We support knowledge sharing to deliver high-quality services and will provide opportunities for training and career development.

Our core behaviours are central to our ambition to be a great employer. 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



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Searching for a job



Tips for applying



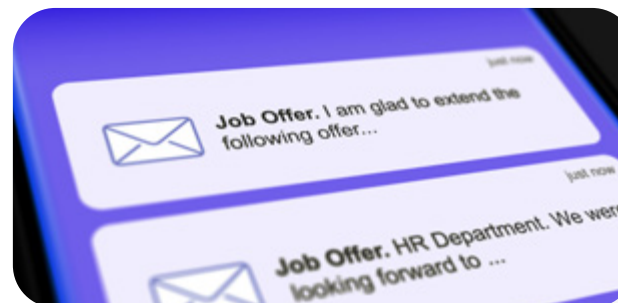
Next steps



Guaranteed job interview



Job offer checks



Searching for a job

You can view and apply for vacancies through MyJobScotland. If a role matches your skills, apply by completing the online application form.

At Dumfries and Galloway Council, each vacancy includes a summary, job description and person specification. This contains details of job purpose, core responsibilities and duties, essential and desirable criteria and, in some vacancies, additional requirements.

The advert provides an overview of the role. The person specification sets out the experience, skills, knowledge and qualifications required to undertake the role.

Tailor each application to demonstrate how you meet the essential and desirable criteria.

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

Completing the job application form

We recommend gathering all relevant information about yourself (work experience, qualifications and referee's 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 checking details, such as dates.

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 your most recent job first and work backwards. You should provide a brief description of your responsibilities and experience gained. The information should clearly explain your role and responsibilities.



Professional memberships

Include any professional memberships. For example – CIWM (Waste Management), BASW (Social Work), CILIP (Libraries), CIPD (Human Resources), GTS (Teaching), SSSC (Social Services and Early Years).

Courses

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

Referees for teaching posts

You will be asked to provide one reference at the point of application from your current or most recent headteacher.

Referees

Your referees should include your most recent employer. The details you provide should be accurate (work telephone number and email address).

Confirm 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 for 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. If no previous employment history then a character reference from a school, university, voluntary organisation. Please note that a reference from a family member or friend is not acceptable.
Currently employed outwith Dumfries and Galloway Council	From current line manager/ employer.	From most recent previous line manager/employer. If no previous employment history then a character reference from a school, university, voluntary organisation. 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. If no previous employment history then a character reference from a school, university, voluntary organisation. 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. Please note that a reference from a family member or friend is not acceptable.	A character reference from a school, university, voluntary organisation. Please note that a reference from a family member or friend is not acceptable.
Currently self-employed	From an organisation that can verify self-employment dates, e.g., Inland Revenue records.	From most recent previous line manager/employer. If no previous employer, a character reference from a school, university, voluntary organisation. 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, avoid simply stating that you have attended several courses, you need to link the course to the responsibilities of the role such as 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 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 five years of experience in an admin role". One person who has five years of experience in an administration role will not have the same skills, experience and knowledge as another person with five years' experience in an administration role.

Provide practical examples to demonstrate you meet each of the 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 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](#).

4. Desirable criteria

It's important you link your application to all the essential criteria and as much of 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.

5. 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.

6. Interview

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

We recommend bringing copies of your application form and job profile. Review your application beforehand while 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. For example, bring relevant educational certificates to your interview for the panel to review. 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.

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 can demonstrate in your application you meet all the essential criteria found in the job profile, you will then be guaranteed an interview.

7. 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 the following, although this is not an exhaustive list:

- A right-to-work document.
- A passport.
- A residence permit/visa/work permit.
- A National Insurance number plus full birth certificate referees.

If you're the preferred candidate, you should inform your referees that a request will be sent for a reference to ensure as quick a response as possible.

8. Disclosure Scotland (where applicable)

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

9. 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 three months working or living outside the UK in the last five years, then you'll be required to present a copy of an overseas criminal record check. This is to cover your time outside the UK as Disclosure Scotland only relates to time spent in the UK.

Processing times vary by country. Ideally you should apply for this as soon as possible to avoid delays in a start date.

Once all the pre-employment 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 offer 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 including public holidays (pro rata for part-time staff), rising to 40 days paid holiday (pro rata for part-time staff) after five years' continuous service at the commencement of the next leave year.

Teaching colleagues have a different leave allocation.

Annual leave purchase

The annual leave purchase colleague 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 progression and annual pay review.

Learning and development opportunities

A wide range of learning and development opportunities are available with an annual review to discuss career opportunities and progression.

Removal and relocation package

A removal and relocation package of up to £5000 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, Vivup, we offer a range of discounts from top UK retailers, supermarkets, restaurants, holidays and utility providers, including local discounts.

Occupational health services

Our council's occupational health provider supports colleague 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 aim 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 their best work.

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.

Staff Networks

Dumfries and Galloway Council currently support the following staff networks and internal groups:

- Wellbeing Champions.
- Women's Staff Network.
- LGBTQIA+ Staff Network.
- AccessAbility Network.
- Carers Staff Network.
- Menopause and Women's Health Staff Network.

Together, these form a suite of internal Staff Networks and champions that support colleague wellbeing, inclusion and engagement across the council.

Further networks may develop over time in line with organisational need and colleague interest.

Disability Confident Leader

We are proud to be recognised as a Disability Confident employer. Disabled candidates who meet the 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 will support you throughout the 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.

Colleagues sometimes develop a disability during 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 colleagues with valuable skills.



Equality monitoring

To ensure 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 is a vast, open landscape under a sky with a vibrant purple and blue gradient. The foreground is a dark, rocky shore. A semi-transparent dark blue box with rounded corners is positioned in the lower-left quadrant, containing white text. At the bottom of the image, there is a 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.