

# WORKING FOR MORAY

## Information for Applicants

**PLEASE READ THESE NOTES CAREFULLY BEFORE COMPLETING THE  
APPLICATION FORM**



## GENERAL INFORMATION

# • PROFILE OF MORAY •



### Locality

Rich lowland farming, fishing villages, mountains, moors and lochs are the essence of Moray. Stretching from Brodie in the West to Cullen in the East and South to the Cabrach and the Lecht, the area encompasses some of Britain's most remote and magnificent countryside with an abundance of rich natural beauty and many isolated villages and hamlets. The Rivers Spey, Avon, Deveron and Isla start their journeys high up in the Grampian Mountains and wind their way down to the sea.

The majority of Moray's 86,000 population live in and around the towns of Elgin, Forres, Keith, Buckie and Lossiemouth, each with its own strong local identity. Additionally, there is a large influx of people into the District from out with Moray as shown by the large presence of RAF and Army personnel spread over the RAF base at Lossiemouth and the army at Kinloss which, together, contribute significantly to our local economy and culture.

The reason why Moray is so popular with visitors and businesses is partly due to its geography and climate. However, it is also renowned for the friendliness and welcoming attitude of its people.

### Infrastructure

Moray has good road links to the central Scotland motorway network, either on the A9 via Perth or by the A96 to Aberdeen. The area is also well served by rail, with stations at Keith, Forres and Elgin linking travellers with Inverness and Aberdeen. We also have two airports within easy travelling distance at Inverness and Aberdeen.

### Economy

Moray's main businesses are varied and include fishing, farming, food, drink and textiles with the area containing the most malt whisky distilleries in Scotland. Both our rural environment and our beautiful unspoilt coastline attract thousands of visitors each year and the importance of the industry is recognised in the support offered to tourism related businesses by both the Council and the Local Enterprise Company.

### Moray Council

Moray Council is responsible for providing all the major local authority services in the Moray area, including Education, Social Work, Roads, Economic Development & Planning and Leisure Services. We employ around 4,500 people across a whole range of professions and skills. The 'minutes' – the official records of business discussed – are available for public inspection at most Council offices and public libraries in Moray and also available on the Internet.

At Moray Council, we endeavour to make the public aware of our activities. Information about new projects, important decisions and policies of the Council is issued regularly to local newspapers, radio and television.

### Moray Council Web Site

If you wish to learn more about the activities and services of the Council you can visit our web site at [www.moray.gov.uk](http://www.moray.gov.uk)

# 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 the 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 Human Resources Services if required.

## COMPLETION OF THE APPLICATION FORM

- a) Your application should preferably be completed via the online recruitment site at [myjobscotland.gov.uk](http://myjobscotland.gov.uk); however should you be unable to do so paper applications will be accepted.

The application form must be completed either in type or in neat handwriting and returned to Jobsline, Moray Council, Council Office, High Street, Elgin IV30 1BX. Please mark your envelope "Application - In Confidence". To ensure that your application is considered, please return it by the closing date as stated.

- b) Please read the Job Description carefully. Applicants will be shortlisted in relation to the essential and desirable criteria as stated in the Person Specification.
- c) Applications will be shortlisted solely on the basis of information provided by applicants on their application form, accompanying sheets and references. Members of selection panels are not permitted to make assumptions about you or to take account of any personal knowledge they may have about your qualifications/experience. Therefore, please complete the application form fully yet concisely.
- d) A separate application form **MUST** be submitted for each post (online or paper) for which you wish to be considered.

## 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 offered a post following interview. However if the role involves working with children and/or vulnerable adults, references will be sought for those shortlisted (i.e. prior to 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.

If you are applying for a post in Education and Social Care, and you have previously been employed in Education, Social Work, Health Service or other related work, one of these references **MUST** be in respect of your last employment in such work. Where a referee is not a current or past employer, please indicate the capacity in which they can give a reference (e.g. friend, school teacher, minister of religion, etc).

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## **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 sign 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.

## **IMMIGRATION ACT 2016**

Employers must ensure, under Immigration Act (2016) 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 (eg 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 the Department to which you are applying.

## **COMPLAINTS PROCEDURE**

If you feel your application has been unfairly treated, you can write to the Head of Human Resources & ICT at Council Office, High Street, Elgin, IV30 1BX, explaining the nature of your complaint. Your complaint will then be investigated and a reply sent to you.

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## GENERAL CONDITIONS OF SERVICE

### Hours

Normal full-time hours of work, excluding meal breaks, are 36<sup>1</sup>/<sub>4</sub> per week from Monday to Friday inclusive, unless specific provision is made otherwise. Certain categories (e.g. residential staff, manual workers) are required to work 37 hours per week. Starting and finishing times each day are determined for establishments according to local arrangements and the requirements of the service.

Most offices operate the Flexible Working Hours Scheme on the joint principles that staff may adjust their time of starting and finishing work within defined limits and also that the service to the public is maintained at all times to the highest standard.

### Holiday Entitlements

For the majority of employees the leave year runs from either 1 January to 31 December or from 1 October to 30 September. Annual leave entitlement is 27 days + 7 Public Holidays, rising to 32 days + 7 Public Holidays after completion of 5 years' service by the beginning of the year, for all staff other than Chief Officers covered by JNC Conditions of Service. Part time staff are granted leave on a proportional basis and, in certain circumstances, are given payment in lieu ( e.g. staff working term time only).

In the case of an employee having less than one year's service by the end of the leave year or leaving part way through the year, a proportion of holidays will be granted based on completed months' service.

### Relocation

Permanent Local Government employees who take up post (on Grade 8 or above or a Career Grade which span Grade 8) with the Council from outside Moray and are thereby required to move their homes may be entitled to 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. If the job for which you are applying is restricted, it will be mentioned on the job description.

The Act aims to ensure political impartiality of Local Government employees and limit the influence of elected Councillors in staffing matters.

### Smoking Policy

The Council has adopted a smoking policy in conjunction with the relevant trade unions which respects the rights of non-smokers to work in a smoke free environment. Smoking is only permitted in designated smoking areas out with core times.



**Moray Council is Disability Confident Committed**

