



Application Pack

Dear Applicant,

We'd like to take the opportunity to thank you for your interest in working here at North Norfolk District Council and hope that you find your contact with us positive and inspiring.

These are exciting and challenging times for local government. We are continually looking to improve our customer experience through the services that we deliver as well as working with partners to improve North Norfolk as a place to live, work and visit.

We are proud of having achieved the Investors in People Gold standard which recognises that our employees feel valued and trusted.

Our success here at North Norfolk very much depends on everyone working together and recognising the important role that each and every one of us plays in achieving the Council's aims and ambitions. You will find further details of these within our Corporate Plan.

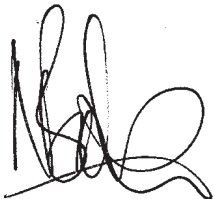
Once again, thank you for your interest and good luck with your application!

Steve Blatch



Head of Paid Service

Nick Baker



Head of Paid Service

How to Apply

- complete the application form in full, you can find a copy attached to the back of this application pack,
- ensure that you demonstrate within the form why you are applying, how you meet the jobholder entry requirements and what additional skills and experience you would bring to North Norfolk District Council, and
- complete the equal opportunities monitoring form which can be found attached. This will be detached from your application form as it does not form part of the short listing process.

Once completed please send your application to the Human Resource department at hr@north-norfolk.gov.uk

When sending your application to us please ensure that it will arrive by 5pm on the closing date (unless an alternative timescale is stated on the advert).

We will acknowledge your application and contact you within two weeks of the closing date to confirm whether you have been shortlisted to attend an interview.

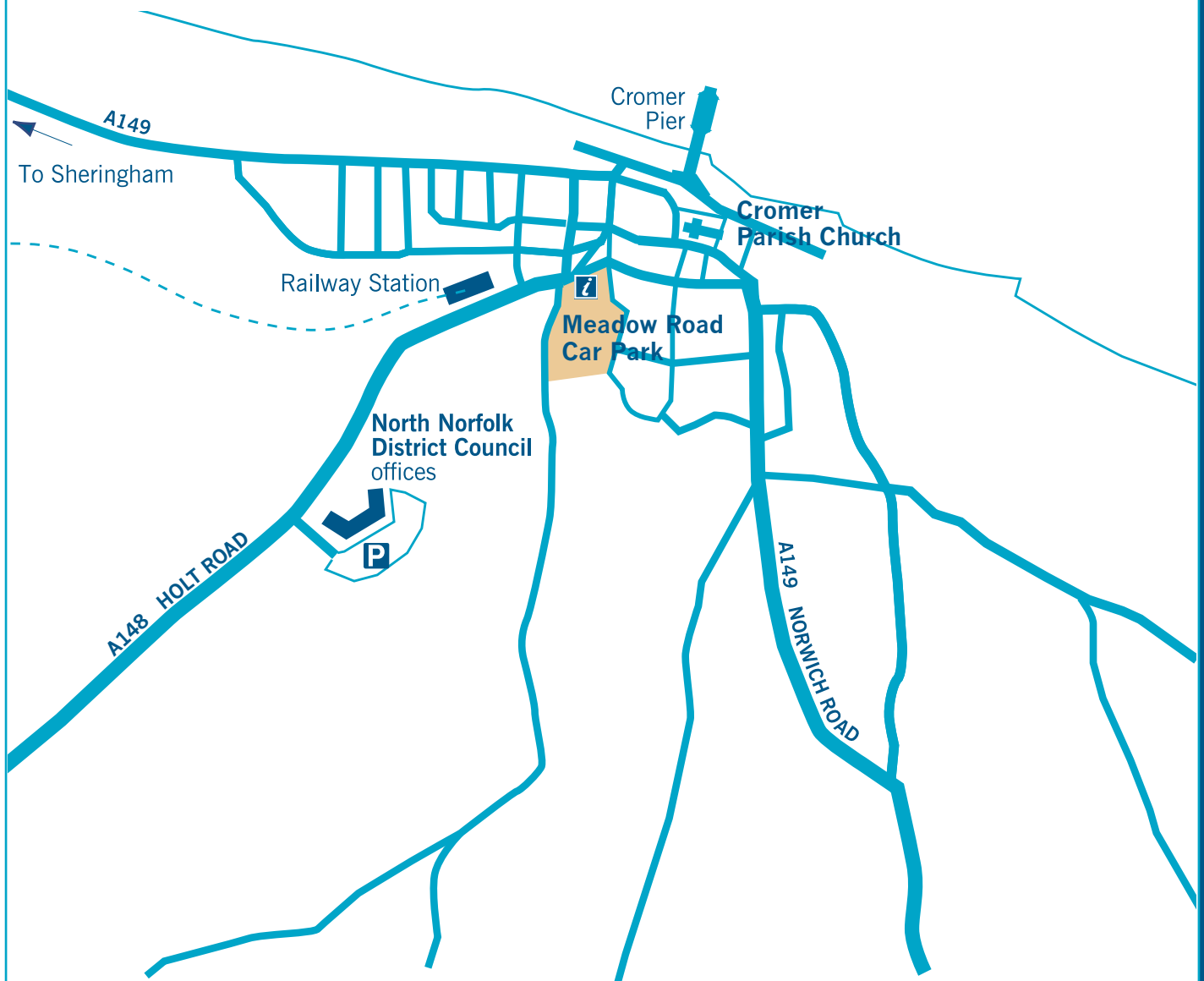
Top tips on how to complete the application form

- Take note of the closing date and ensure that your application arrives in good time
- Read the Job Description and Person Specification thoroughly and make notes against each of the essential and desirable criteria, drawing on your experience, skills and knowledge in those areas.
- Complete the application in full, don't be tempted to complete the basic information and attach your CV
- The 'Reason for application' section at the end of your application is crucial and where you provide further information on your interest in the role, your ability to fulfil it and how you meet the criteria.
- Use spell checks and check your grammar
- Proof read your application or ask a friend or family member to read it before submitting

If you are shortlisted, you will be invited to an interview. Depending on the location of the role, you will usually be invited to attend an interview at the Council Offices in Cromer (map below).

Please ensure that you bring proof of your eligibility to work in the UK (Passport or birth certificate), relevant qualifications listed as essential on the Person Specification such as driving licence and certificates. This ID will be photocopied on the day of your interview.

You will receive an invite by email which will explain any further information such as tests or presentations.



Councils work with residents and other parts of the public sector to determine and deliver local priorities. This often involves developing a corporate strategy, which determines the direction the organisation will take in order to achieve business success, by linking business objectives to actions and outlining the resources required to achieve them.

North Norfolk District Council's Corporate Plan 2015 – 2019 sets out what this Council wants to achieve. There are five key areas for the authority, namely:

- Jobs and the Local Economy
- Housing and Infrastructure
- Coast and Countryside
- Health and Well-Being
- Delivering Service Excellence

NNDC intends to put the interests of local communities at the heart of everything it does – local decisions and local actions for the benefit of local communities.

Working with respect, fairness, honesty delivering value for money services for you;

- We respect people and treat everyone fairly
- We are open and honest and listen
- We strive to offer the best value for money service
- We welcome new challenges and embrace change

North Norfolk District Council – Working With and For You

North Norfolk District Council is a family friendly organisation offering various flexible working arrangements such as flexible working hours, maternity leave, adoption leave, childcare voucher scheme, as well as.....

Annual Leave

24 days annual leave (increasing to 29 days on completion of 5 years' service) plus bank holidays. Please be aware this will be pro-rated for part time employees.

Flex Time

The organisation operates a discretionary flex time system, please be aware this does not cover all employees. This enables employees to have an improved work life balance and flex the times for work they start and finish as long as the requirements of the job are fulfilled. The core hours of the council are 9.30am – 12.00pm and 2.00pm – 4.30pm.

Career Average Pension Scheme

The benefits under the scheme are based on the length of your membership and your average salary.

Training

The Council has a varied Corporate Training programme which all employees are able to participate in. This covers both technical training and professional development training such as management development programmes.

Healthcare

Discounted affordable Simply Health Cash Plan could give you and your family money back towards your healthcare costs.

Career planning

NNDC may assist you to achieve your career development objectives by providing where possible:

- On the job training
- Formal training
- Career coaching
- Mentoring
- ELearning

Car user allowance

Your role may attract an essential car user allowance of £963 which is payable on top your yearly salary

Relocation Expenses

The Council has a relocation policy which offers up to **£5000** towards removal expenses and solicitors fees for those individuals that are relocating in order to accept a role within the Council and fall within the parameters of the policy.

Local Discounts

NNDC offer discounts on membership to our District Council Leisure Centres as well as discounts when booking your holiday through Cooperative Travel in Cromer