

Working for Burnley Council

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ABOUT US:

Thank you for showing an interest in working for Burnley Council. We are responsible for providing a wide range of services together with our partners that affect the lives of the people who live and work in Burnley and have been steadily improving our performance over a number of years. We hold a top honour for the way in which we develop our employees, securing the Investors in People Gold Award.

The council's main objectives are around the following themes:

PEOPLE: Creating flourishing, healthy and confident communities

PLACES: Making the borough a place of choice to live

PROSPERITY: Creating opportunities for a secure economic future

PERFORMANCE: Continually improving our services

If you work for us, in whatever capacity, you will be contributing to these aims.

We expect all our employees to work and demonstrate our core values. These were established in consultation with our employees and underpin how we deliver our services and direct how we work with colleagues and partners for Burnley.

We hope you take the time to apply. Good luck with your application.



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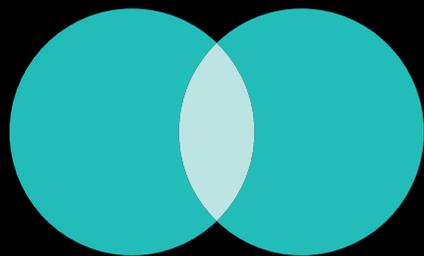
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TEAM

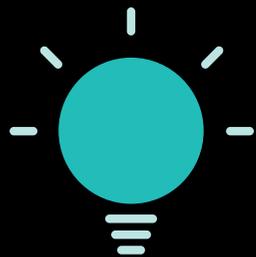
Our values explain why we are here – leading the way and being ambitious for Burnley and working together with partners and the community we serve to deliver our community strategy. They describe how we go about our business, they share and summarise what our priorities and driving forces are and are meaningful and easily remembered by colleagues.



TOGETHER



AMBITIOUS



ENTERPRISING



MEETING
CUSTOMER NEEDS



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APPRENTICESHIPS

We are committed to supporting the development of our citizens and attracting high quality and motivated people to our organisation. We are also committed to creating a culture of passing on skills and knowledge in order to support skills development for our future.

Burnley Council was named as one of the North West's best employers in the regional final of the National Apprenticeship Awards and National Training Awards.

The council operates an apprenticeship scheme currently in the areas of business administration, finance, legal services and horticulture. Sport apprenticeships are available via Burnley Leisure.

The term apprentice can mean different things to different people. For the purpose of this scheme an apprenticeship is a fixed term contract for a period of 1, 2 or 3 years that provides young people with an opportunity to develop skills, knowledge, experience and competences supported by external training – usually involving day release.

This learning and development opportunity supports the councils' Community Strategy which aims to raise the aspirations of young people in the borough and the council's workforce plan.

Our apprentices are inducted into the authority in the same way as all new employees, however additional support/familiarisation is provided through our mentoring scheme.

Our main recruitment is around April/ May but we can also recruit through the year if opportunities arise.

The Council also offers apprenticeship courses to existing employees as part of their agreed development.



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A typical business apprenticeship in our Streetscene unit would be as follows:

Year 1:

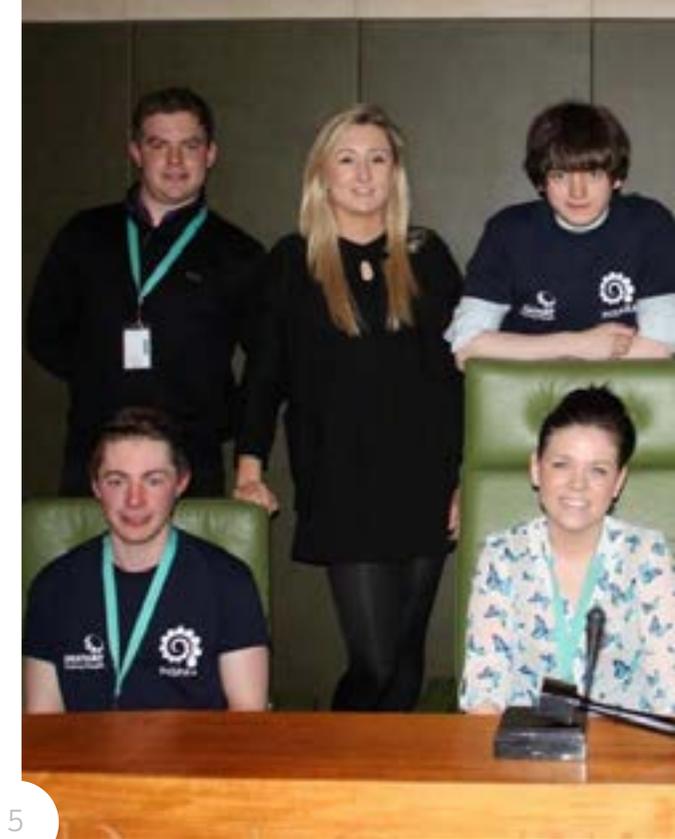
The apprentice post oversees the 'domestic' daily functions of the unit, eg preparing the meeting rooms for business meetings, preparing the booking in/out registers, responding to routine telephone calls and taking messages as required. Other duties include filing, photocopying, shredding, scanning, faxing, taking newspaper cuttings and responding to routine queries on the database system.

Year 2:

The apprentice post develops so that the post holder has a sound base knowledge of each discipline within the unit, with a particular emphasis on the environmental side of the work, as this is high in volume, plus frontline and reactive services. The work covers invoice processing/gridding/updating spreadsheets, assisting in the running of daily reports and also assisting with day-to-day work.

Further Information/Useful Contacts:

- YPS
www.lancashire.gov.uk/youthzone
- Apprenticeships
www.apprenticeships.org.uk
- Burnley College
www.burnley.ac.uk



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BENEFITS & REWARDS

Why work for local government?

Local government employees contribute to the local community whilst working in a dynamic, fair and flexible environment. Whoever you are and whatever your background, working in or for local government gives you the opportunity not only to develop your career, but also make a difference to people's lives.

Over recent years we have demonstrated our commitment to modernising our services to meet changing customer demand and also improving our performance through developing our existing workforce and through strategic partnership arrangements. This ensures we continue to deliver quality services and that we maintain and enhance our reputation as an organisation that punches above its weight.

We hold a top national honour for how we develop our employees (IiP Gold) and also for how we look after the health and wellbeing of our workforce (IiP Health and Wellbeing Good Practice Award).

Family friendly policies and procedures are part of the standard contract offer to our employees because we understand that our employees have commitments outside the workplace

Working for the council offers: Flexitime

In most cases, flexible working hours will make it possible to vary your start and finish times to balance work and home life. Standard working hours are 36.25 hours per week.

Childcare vouchers

The council takes part in a childcare voucher scheme which saves parents money and support with finding childcare.

Local Government Pension Scheme.

The council offers a career average pension scheme to all employees.

Training and development opportunities

Burnley Council positively encourages and supports personal and professional development.

Car purchase scheme

The council operates a car purchase scheme which is available to those who are required to use their cars regularly for work.

Car mileage allowance

The council will pay car mileage allowance if you use your car for business purposes at the request of the council.



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HEALTH & WELLBEING

The Council actively promotes employee wellbeing through a range of policies that support work-life balance. Our health and wellbeing working group brings together colleagues with various expertise and skills to promote or deliver various initiatives that encourage employees to stay well. These vary but can include stress awareness training, charity events, weight loss programmes, cycling club, health awareness events, a book club and yoga classes. We also have an Employee Assistance Programme which employees can access for confidential support for both personal and work related matters and a comprehensive corporate training programme that includes health and safety training.

Annual Leave

All staff are entitled to 25 days annual leave pro rata per full year, rising to 29 days after five years continuous service.

Salary scales

Employees are paid according to locally agreed pay grades using national spinal column points. In most grades you will receive an increment rise annually until you reach the top of your grade.

Sick Pay

We currently pay sick pay in line with national conditions.

More information on working for local government can be found at www.local.gov.uk



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EQUALITY & DIVERSITY

The council is a good employer who takes equality and diversity very seriously. We value and are committed to celebrating the diversity of the local population and to providing employment opportunities, facilities and services that are appropriate, sensitive and accessible.

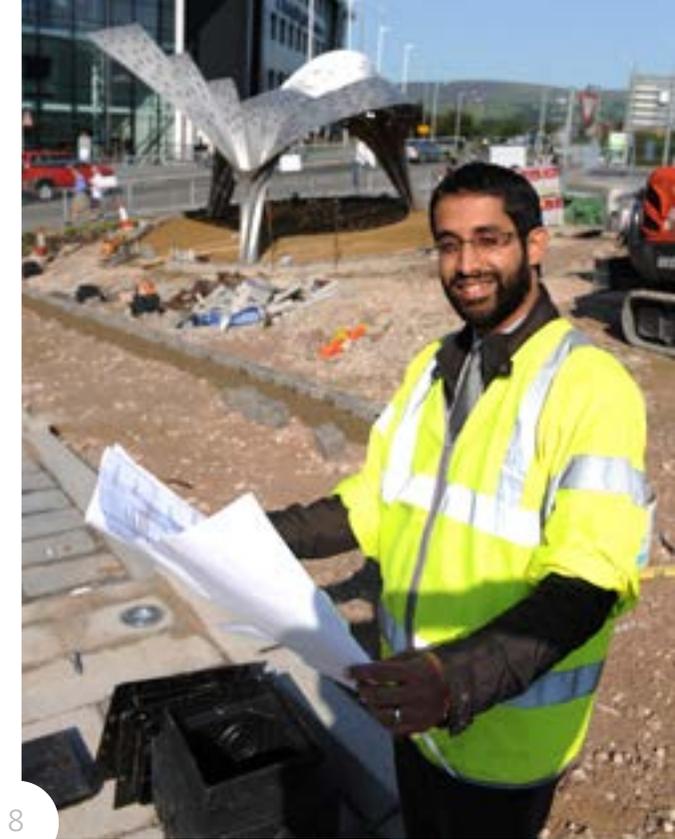
We have a number of corporate strategies relating to equality and diversity, organisational development, and employee health and wellbeing. Examples of our commitment to equality and diversity in employment include:

Our recruitment processes which are:

- Fair and transparent
- Include reasonable adjustments where appropriate for disabled people
- Include an interview guarantee scheme for disabled people
- Regularly monitored

Our family friendly policies and procedures – including:

- Flexible working hours
- Buying additional leave
- Dignity at work
- Domestic abuse
- Enhanced maternity leave
- Maternity support and paternity leave
- Parental leave
- Special leave
- Right to request to vary working time



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LEARNING & DEVELOPMENT

The council has an extensive portfolio of learning activity available to all employees.

Every employee is entitled to an annual performance development review which highlights personal learning and development requirements for the next 12 months, which are reviewed and evaluated regularly. A wide range of quality training courses are available in the council's corporate calendar which is updated annually. All new starters receive a thorough service unit induction and a corporate induction as an important introduction to council life.

The council is proud to invest in its own grown talent and has various networks of internal trainers, corporate coaches, mentors, apprentices and work placements, e-learning authors, assessors, learning and development representatives.

The range of opportunity is always developing and varied as the council actively supports lifelong learning; apprenticeships; skills development and a coaching culture through a variety of methods from courses, coaching activity, shadowing opportunities, secondment, action learning, management and leadership development and talent programmes. The Team Burnley Change Management Programme Board and the Organisational Development Strategy provide the framework for progression for such activity.

We have a group of fully trained and experienced coaches and mentors to help with employee development needs.

Burnley Council takes learning very seriously and is proud to have been awarded Investors in People Champion status. This involves a commitment to sharing and learning from experiences, encouraging good practice across the region and supporting continuous improvement.



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LIVING IN THE AREA:

Burnley is a thriving town centre weaved into a Pennine landscape of historical houses, canalside cottages, former mills, popular suburbs and picturesque villages like Worsthorne and Cliviger. It has excellent shopping, great nightlife, and award winning parks, all surrounded by breathtaking countryside.

There is a wide range of educational provision, from pre-school to A-level, with all secondary schools having been replaced with state-of-the-art places of learning through the Building Schools for the Future programme. Burnley College has a 100% pass rate and it houses Pennine Lancashire's only university campus.

For school information please visit www.lancashire.gov.uk/education. Higher and adult education information can be found at www.burnley.ac.uk, or check out the University of Central Lancashire.

Places of interest include Towneley Hall Art Gallery and Museum, Gawthorpe Hall and the Straight Mile, one of the seven wonders of the canal system. For the more active there's the St Peter's leisure centre, Prairie Sports Village, Rossendale Valley Sailing Club and numerous walking, cycling, and riding facilities and pathways not to mention various golf courses. For the spectator Burnley has a famous football club based at Turf Moor and local cricket clubs.



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There really is something for everyone in Burnley.



For the artistic, Burnley has a vibrant youth theatre and a number of other local theatre groups. Burnley Mechanics Theatre has a comprehensive programme. The town's multiplex cinema provides another alternative. Singing Ringing Tree public artwork, overlooking the town from surrounding hills, has won a prestigious Royal Institute of British Architecture award..

Find out more through visiting:

- Burnley Information www.burnley.co.uk
- Visit Burnley www.visitburnley.com
- TRANSDEV Lancashire <http://www.lancashirebus.co.uk/>
- National Rail Enquiries Burnley www.nationalrail.co.uk/stations_destinations/BNC.aspx
- Burnley FC www.burnleyfootballclub.com
- Burnley CC www.burnleycricketclub.com
- Lowerhouse CC www.lowerhousecc.com
- Rossendale Valley Sailing Club www.rvsc.co.uk
- Local Theatre www.burnleymechanics.co.uk
- Reel Cinema, Burnley www.reelcinemas.co.uk/burnley

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EMPLOYEE TESTIMONY

The council celebrates the achievements of its employees through its Personal Development Review appraisal process and through the corporate Make a Difference (MAD) awards. Below are some of the testimonies from some of our staff and those who have undertaken work experience with us.

Heather Nicholas

Chief Executive's Secretary

Heather joined the Council in 1996 as an Administration Support Officer in Legal Services. She took advantage of lots of training opportunities along the way and in 2002, after a test and interview, was offered the role of Secretary to the Director of Environment. Around this time, Heather passed the Investors in People training to become an Internal Reviewer and has organised/taken part in many IIP Assessments. Following internal changes, Heather became Secretary to the Director of Resources in 2005 and in 2016, she was successful in her application and is now Chief Executive's Secretary.



Jack Waite,

Finance Assistant

“ I started working at Burnley Borough Council in November 2014 as an accountancy apprentice. I was employed on a year's contract which allowed me to study AAT Level 2 at college. This contract was then extended a further year for me to complete level 3. The reason I chose to do an apprenticeship was that you gained hands on experience whilst also getting a qualification. I am currently in my final year at college studying AAT Level 4 and have been given a permanent position within the council. ”



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Mollie Wiggin

Legal Officer

“I applied for a level 2 business administration apprenticeship in September 2011 and started at Burnley Council in October 2011. I was initially employed on a year’s contract. I then progressed to level 3 and my contract was extended for a further 18 months. As I am employed in the legal unit, I then took the opportunity of being one of the first legal apprentices in the country through the chartered institutes of legal executives. I really enjoy working at Burnley Council. They have given me the opportunity to gain more qualifications whilst gaining on the job experience. I would highly recommend any young person to start their career here.

“I have now been successful in securing a job as a full time legal officer at Burnley Council. ”



Richard Gill

Technical Support Manager

“The apprenticeship programme at Burnley Borough Council/Burnley Leisure gave me the skills to progress up the career ladder. I was able to build on my skills and pro-actively show my managers what I could do within the workplace with close and developmental supervision from managers and coaches across the council. The programme allowed me to progress on to further education once I achieved my NVQ. Whilst working for the council I also had the opportunity to get involved in presentations to school leavers and got involved in raising the profile of apprenticeships through the Brathay Apprenticeship Challenge and fundraising events for the local Food Bank.”

“The apprenticeship programme built my confidence levels up to be able to trust my abilities and to push myself. The council and its employees instil a ‘sky is the limit’ attitude which I was able to fully embrace while working for the council.

I can safely say starting a career with BBC/BL was the best choice I could have made and has brought me to where I am today. ”



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WORKING FOR US

We are an organisation that takes our Investors in People (IiP) accreditation and the wellbeing of our staff seriously. We work hard to ensure our employees receive the learning and development they need to do their jobs effectively. We have a fair pay and grading system, offer working conditions that support a healthy, work-life balance and encourage positive mental and physical wellbeing through various workplace initiatives. Other benefits include access to a final salary pension scheme, a childcare voucher scheme and a relocation allowance where appropriate.

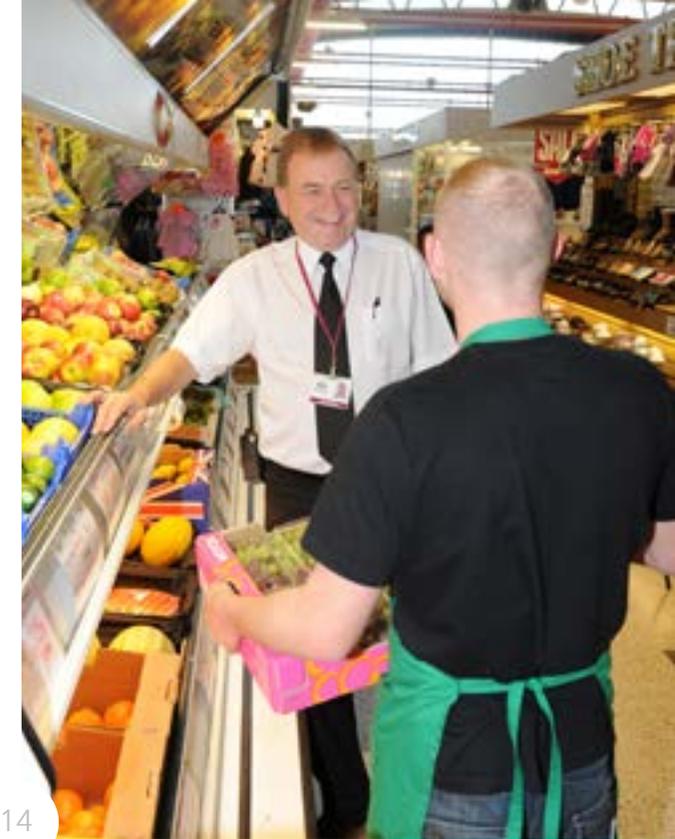
Based on this work we have been accredited with the IiP Health and Wellbeing Good Practice Award.

Our organisation has a wide range of occupations and career opportunities.

Make a real difference to people's lives. Develop a worthwhile career in an environment where value and respect for diversity extends not just to our employees, but to those who use our services. Check out the job roles that we have on offer.

We regularly ask our employees how they feel about working for our organisation and they tell us that they are satisfied with how they are managed, with their terms and conditions and with the development opportunities that working for Burnley offers them.

Visit our website:
www.burnley.gov.uk



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The People and Development Team

Tel: 01282 878897

vacancies@burnley.gov.uk

