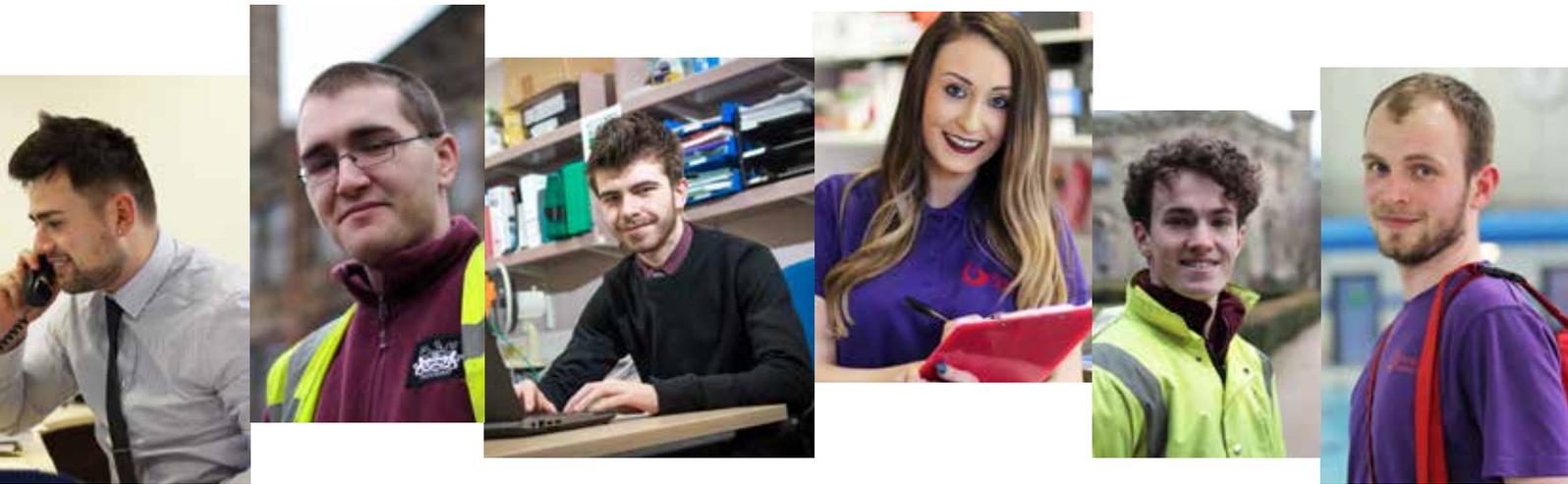


Be an apprentice



Bring fresh insight, make a difference, develop work based skills, build trust and confidence in yourself.

Release your potential



Learn and work in an apprenticeship at Burnley Council or Burnley Leisure, supported by Burnley College, in the following areas:

- Leisure
- Accountancy
- Business Administration
- Legal
- Horticulture
- Arts

Interested?

For full details on how to apply visit www.burnley.gov.uk/jobs

/burnley.council

@burnleycouncil

"I am really enjoying the combination of working while studying at Burnley College."



Claudia, Apprentice in Governance Law and Regulation

"Go for it. I'm gaining a wide range of valuable skills."



Jack, Accountancy Apprentice



Business Administration Apprenticeship

Starting at Minimum Wage for 16/17 year olds

These apprenticeships will enable you to develop a range of administrative and clerical skills, providing you with a valuable basis from which to pursue a future career in one of the many occupations within the public or private sectors. Being able to observe our professionals and supporting the work undertaken will provide you with an understanding of these work areas and help inform your future career choices. Apprenticeship places may be available in:

Governance

Helping and advising visitors to the council, administration work, assisting our democracy and corporate policy officers, learning about the democratic processes in local government.

Law

Assisting the legal team with insurance claims, litigation and conveyancing support.

Finance and Property

Gain experience in accountancy and financial management.

Arts Development

Working at the Mechanics Theatre learning about hospitality and theatre work where every day is different.

Streetscene

Learning about the work the council does to keep Burnley's streets clean and safe.

We are looking for self-motivated people who aspire to develop themselves and are committed to learning. You will need a good school, college or work record of attendance, good communication skills and be able to satisfy basic literacy and numeracy requirements. Evidence of your ability to work in teams and support others will also be required.

To apply you must be able to use information technology effectively and as a minimum have four GCSEs at grade C or above (or the equivalent) including English and a minimum of a D in maths. In partnership with Burnley College, we will support you through a comprehensive training programme, including National Vocational Qualifications (NVQs), which are recognised by employers across the country. You will need to satisfy the college's course requirements.

For an informal discussion please contact Victoria Russell, HR Team on **01282 425011** ext **3270**

Sport Apprenticeship



Starting at a training rate of £119.62/week

Based at leisure facilities in Burnley and Padiham, you will gain a broad range of experience-based of services provided in sport and culture. You must be able to pass a swimming test in addition to satisfying college assessments.

In partnership with Burnley College, we will support you through a comprehensive training programme, including NVQs (National Vocational Qualifications), which are recognised by employers across the country.

We are looking for self-motivated people who aspire to develop themselves and are committed to learning. You will need a good school, college or work record of attendance, good communication skills and be able to satisfy basic literacy and numeracy requirements. Evidence of your ability to work in teams and support others will also be required.

Posts are subject to Disclosure Barring Service (DBS) clearance.

For an informal discussion regarding this post, please contact Scott Bryce on **01282 477192**



Horticulture Apprentice

Starting at Minimum Wage for 16/17 year olds.

Based within the parks and open spaces of Burnley and Padiham, you will learn and practice in horticulture by instruction from trainers and qualified gardeners.

In partnership with Burnley College you will complete training assignments and maintain a student portfolio, which will be assessed each month by a trainer, leading to the award of an NVQ (level 2) in Amenity Horticulture.

You will gain skills and knowledge of horticultural operations such as the planting of trees, shrubs and other plants, turfing, the maintenance of grass areas, hedge cutting and specimen pruning together with experience of maintaining parks and green spaces,

We are looking for self-motivated people who aspire to develop themselves and are committed to learning. You will need a good school, college or work record of attendance, good communication skills and be able to satisfy basic literacy and numeracy requirements. Evidence of your ability to work in teams and support others will also be required.

As part of the assessment you will undergo tests on your ability to undertake manual work and learn manual skills and basic arithmetical calculations.

For an informal discussion please contact
Andy Buck, Parks Officer **01282 425011** ext **3174**

About us

Thank you for showing an interest in working for Burnley Council. We are responsible for providing a wide range of services 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.

The council's main objectives are around the following four 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 to and demonstrate our core values. These were established by our employees and underpin how we deliver our services and direct how we will work with colleagues and partners for Burnley:

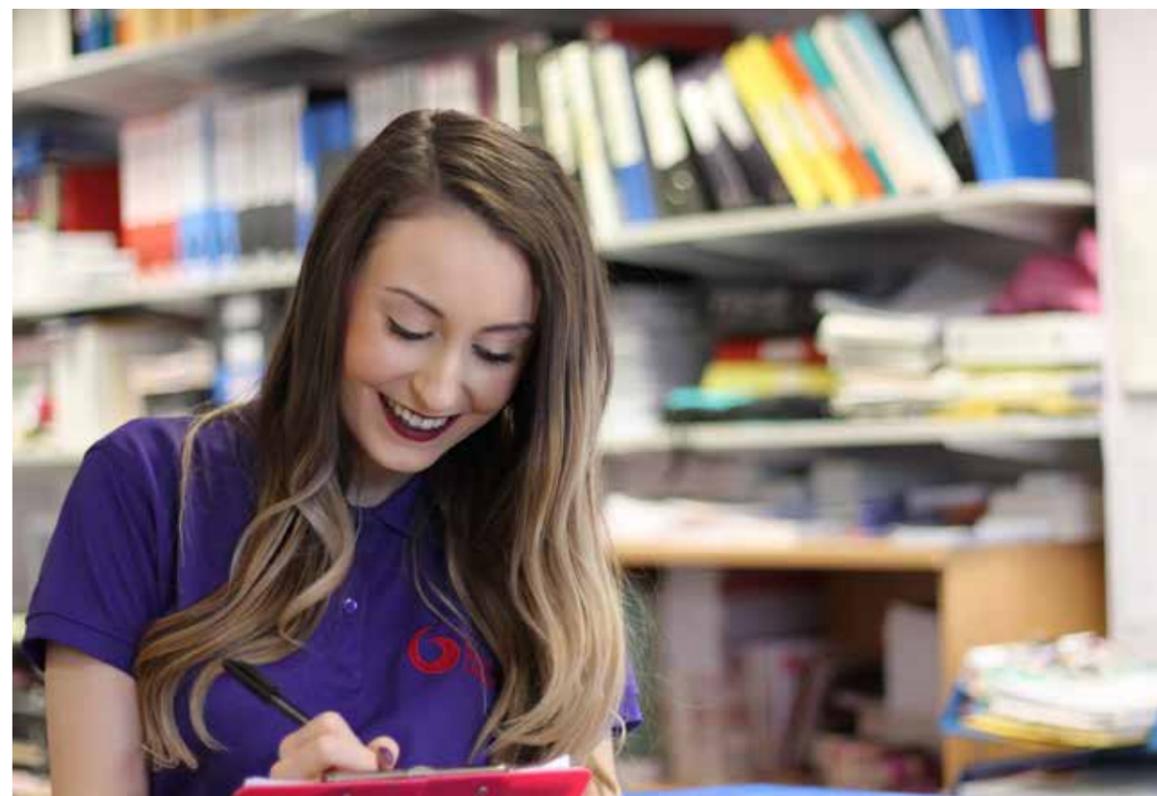
TEAM

Together – actively promoting Burnley's interests and achievements; working with others to deliver excellence that supports the council's strategic objectives

Enterprising – creating sustainable success through innovation and continuous improvement

Ambitious – making a positive difference; always ready to "go that extra mile" to ensure the best possible service is delivered

Meeting customer needs – putting our citizens first to ensure they receive the highest quality services



Apprenticeships

We are committed to supporting the development of our residents and attracting high quality and motivated young 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.

The council, with Burnley Leisure, operates an apprenticeship scheme currently in business administration, sport and horticulture.

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 one, two or three years that provides young people an opportunity to develop skills, knowledge, experience and competencies 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. Additional support/familiarisation is provided through our mentoring scheme.

Recruitment for apprentice positions is normally undertaken in partnership with Burnley College and commences around April/May each year but we may also recruit throughout the year if the opportunity arises.

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. Routine 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, plus front line and reactive services. The work covers invoice processing/gridding/creating spreadsheets, assisting in the running of daily reports and also assisting with the day-to-day work that comes through.

Further information/useful contacts:

Young Peoples Service www.lancashire.gov.uk/youthzone

Apprenticeships www.apprenticeships.org.uk

Themis at Burnley College www.themis.ac.uk

Benefits and 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 local government gives you the opportunity not only to develop your career, but also to make a difference in people's lives.

Over the last few years we have demonstrated a commitment to sustaining and improving our performance to ensure we deliver quality services and enhance our reputation and image. We have rolled out a continuous performance improvement programme, invested in manager development, gained and retained IIP status and developed a competency framework for all employees. In recent times we have embarked on a culture change programme aimed at creating the capacity for delivering Burnley's Future as set out in our Community Strategy.

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

We take part in a childcare voucher scheme which saves parents money and support with finding childcare.

Local Government Pension Scheme

We offer a career average pension scheme to all employees.

Training and development opportunities

We positively encourage and support personal and professional development.

Health and Wellbeing

We actively promote employee wellbeing through a range of policies that support work life balance and has a health and wellbeing working group to promote various initiatives to encourage employees to stay well.

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.

Car purchase scheme

We operate a car purchase scheme which is available to those who are required to use their cars regularly for work.

Car mileage allowance

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

Salary scales

Employees are paid according to locally agreed pay grades using national spinal column points. You will receive an increment (salary increase) on April 1 each year (in addition to any national pay rise) or when you have completed six months service if appointed between October 1 and March 31 provided you are not at the top of the pay scale for your job.

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

Equality and 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. In practice, 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
- voluntary reduced working time

In addition, we have a group of fully trained and experienced coaches and mentors to help with employee development needs.

Finally, we have a comprehensive employee assistance programme with workplace options. Support packages include; counselling, computerised CBT, financial and debt counselling support amongst others.

Learning and 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. An extensive array of quality training courses is available in our 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, supportive friends, learning and development representatives and continuous process improvement practitioners.

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 take learning seriously and are proud to have been awarded Gold Status in the IIP Extended Framework and also the Health & Wellbeing Good Practice Award. Council Chief Executive Pam Smith said: "This is a fantastic achievement for the council and testimony to the hard work of its staff. The fact that Burnley Council scored 97% and is recognised as among the best in Britain for developing its staff is a reflection of their dedication and pride in their work serving local people."

The council is also proud to support skills for life development alongside its generic workforce development.



Employee Testimonies

The council celebrates the achievements of its employees through its Personal Development Review appraisal process and through the corporate employee awards.

Below are some of the testimonies from some of our staff and those who have undertaken work experience with us.

Jordan Anforth - Sports apprentice promoted to recreation assistant and now supervisor

“The apprenticeship provided me with a high standard of education as well as an amazing work environment where I was constantly able to learn more and more about the career I wanted to go into. With my employers, I was able to learn different aspects of the jobs and gain more valuable experience as well as going onto different courses to further my knowledge, which gave me the boost when heading out into the leisure industry. I am constantly provided with support and encouraged to go as far as I can to get the best out of myself and to learn more and more to give me the best chance of an excellent career in this field.”

Carly Glover - Playground Officer

“I have worked for the council for almost four years. I began my life on the council as an apprentice gardener, and then interviewed for the assistant parks officer post, was successful and have since ended up managing my own team, as playground officer. I have undertaken a few courses such as: IOSH Managing Safely, almost complete ILM Level 3 in Leadership and Management, RoSPA Playground Operational course, Level 2 in Horticulture, driving lessons and test, low level access training etc. I really enjoy assisting with events management and managing my playground team. Burnley Council is a great place to work as it offers a variety of opportunities to better your own personal development and also in furthering your career.”

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.”

Working for us

We are an organisation that takes our Investors in People 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 well being through various workplace initiatives. Other benefits include access to a final salary pension scheme, a childcare voucher scheme and a relocation allowance where appropriate.

Our organisation has a wide range of occupations and career opportunities. So if you want to make a real difference to people's lives and 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 then check out the job roles that we have on offer.

We regularly ask our staff 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 Council offers them.



How to apply for a job with us

Follow us on  @burnleycouncil Like our  /burnley.council

Check www.burnley.gov.uk/jobs Check www.jobsgopublic.com

You can apply for a job vacancy in two ways:

Via an online form on www.burnley.gov.uk/jobs or you can download the application form in Word format and return this by email to vacancies@burnley.gov.uk or print it off and post it or hand deliver to:

Burnley Council (Vacancies)
HR, Town Hall,
Manchester Road,
Burnley, Lancs,
BB11 9SA

Please mark your envelope private and confidential.

Before making a job application please make sure you have read the guidance notes together with the relevant job description/person specification which you will find at the bottom of the job vacancy web page. If you cannot find it, please contact us for a copy.

In order to be invited for interview you must be able to show that you meet all of the essential criteria as listed on the person specification. Please use the 'Additional Information' page on your applications form to give examples of how you meet each essential criteria.

You can use examples from school, college, work experience, part time work, voluntary work and hobbies or clubs.

We wish you good luck with your application,

The Vacancies Team at Burnley Council
Email: vacancies@burnley.gov.uk
Telephone: (01282) 425011 ext 3270

be an apprentice

Find out more at www.burnley.gov.uk/jobs

