



## Recruitment Profile



<b>Post number</b>	
<b>Position Title</b>	
<b>Grade</b>	
<b>Department</b>	
<b>Location</b>	
<b>Salary / Rate of Pay</b>	
<b>Hours of work</b>	
<b>Number of staff responsible for:</b>	
<b>Reports to post number:</b>	
<b>Registration Requirements</b>	
<b>Contract status</b>	
<b>Disclosure status</b>	
<b>Political restrictions</b>	
<b>Role profile number</b>	
<b>Business World post status</b>	
<b>Work pattern</b>	
<b>Vacancy number</b>	
<b>Closing date</b>	
<b>Role Purpose</b>	

<b>Person Specification</b>		
<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education Qualifications &amp; Training</b>		
<b>Skills Knowledge &amp; Competencies</b>		
<b>Experience</b>		



## Recruitment Profile



Other		
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### HEALTH & SAFETY STATEMENTS

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

**Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.**

#### TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without re-advertising.

## PRE EMPLOYMENT CHECKS

### Essential

- Confirmation of Right to Work in the UK - **(All posts)**
- Standard/Enhanced/PVG Registration Disclosure Check – **(PVG/Disclosure posts only)**
- Pre-Employment Health Check - **(All posts)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

### Right to Work in the UK

Under the Immigration, Asylum and Nationality Act 2006 – require original documentation confirming legal entitlement to live and work in the UK.

- A Passport/National Identity Card showing you are a British Citizen or an EEA or
- Swiss National or
- a **full** British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number
- **or** a passport or travel document endorsed to show that you are allowed to stay in the UK indefinitely or for a limited period of time and are allowed to work is required.

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

## OTHER DETAILS

### Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

### Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

### PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

### Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post

\*\* From 1 April 2019 a Scottish Local Government Living Wage of £9.07 per hour has been agreed.

All employees recruited on a salary/wage less than the Scottish Local Government Living Wage shall receive a payment additional to their salary/wage in order that they are paid at the rate of £9.07 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.

Please note the Living Wage Allowance does not apply to Modern Apprentice posts, these posts are linked to separate age related pay rates.