

Jobs within the Adults, Health and Well-being Department Recruitment Pack



www.gwynedd.llyw.cymru/jobs

Content

Welcome	3
Overview of the County	4
Our work here at Gwynedd Council	5
The Department's Work Ffordd Gwynedd	
General Terms and Conditions of Work	8
Benefits	9
How to apply	11



Welcome

Dear Applicant,

Working for the Adults, Health and wellbeing department.

Thank you for showing interest in applying for this key position.

Gwynedd is famous for its natural beauty, but the county is actually very unique and diverse and our ambition as a Council is to see our communities and people flourish.

In the same way, as a Council we are very progressive in our use of the Welsh language, and our work culture reflects that.

It is a challenging time for local government, but this position is a real opportunity for a talented individual to be part of a Council that works innovatively, for the benefit of our people in the county.

All the details of the job together with other background details can be found in the document that follows. Further details about the Council can be found on our website;

www.gwynedd.llyw.cymru



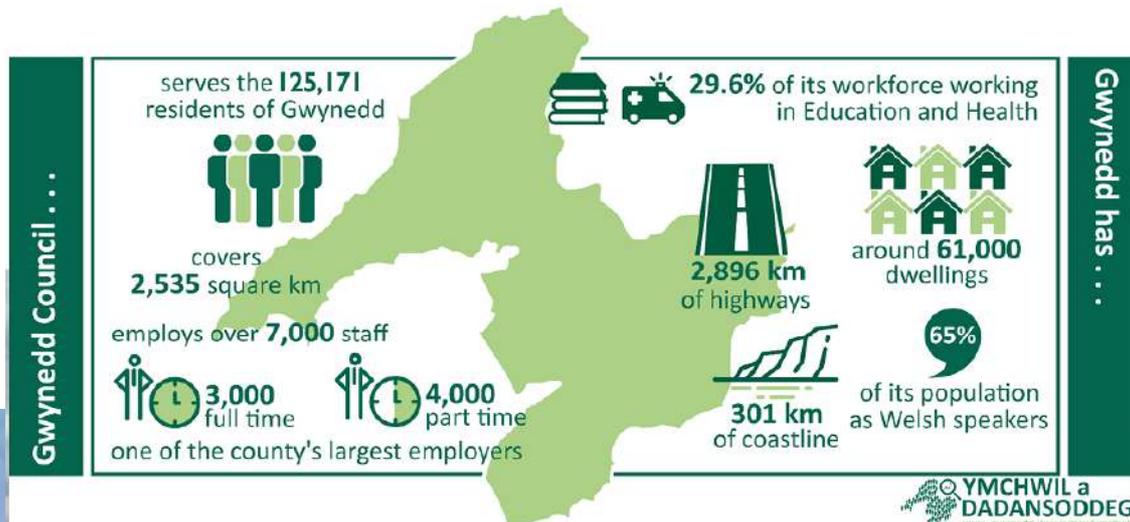
Overview of the County

The residents of Gwynedd are amongst the happiest in Wales. It's no surprise, given that a large part of the county is within areas of exceptional beauty, including Snowdonia National Park. With a clean and relaxed environment, the coast and mountains of Gwynedd are an ideal haven to rejuvenate the soul.

Our communities are among the safest in the country, and our natural bilingualism enriches the local culture in all aspects of life. It is a great place to bring up the next generation, and the further education schools and colleges in the county offer unparalleled education and training.

Simply put, Gwynedd is an amazing place to live.

Here are a few facts about Gwynedd:



Our work here at Gwynedd Council

Our ambition is to see every community in Gwynedd flourish, and that we as people...

Well-being Objectives

- **Enjoy happy, healthy and safe lives**
- **Receive education of the highest quality which will enable us to do what we want to do**
- **Earn a sufficient salary to be able to support ourselves and our families**
- **Live in quality homes within our communities**
- **Live in a natural Welsh society**
- **Live with dignity and independently for as long as possible**
- **Take advantage of the beauty of the County's natural environment**

We will do this by innovating and being at the forefront of everything we do, focusing on...

Improvement Priorities

- Creating a viable and prosperous economy
- Every pupil having the opportunity to reach his or her potential
- Reducing inequality within the county
- Ensuring access to suitable housing
- Assisting people to live their lives through the medium of Welsh
- Assisting people who need help to live their lives as they wish
- Putting the people of Gwynedd at the centre of everything we do
- Responding to the climate change emergency

...this will be carried out during all the day to day work of the Council's Departments.

The Department's Work

The Adults, Health and Well-being department provides a range of social care services for residents aged 18 years old or over who require advice, information, support or care due to specific needs.

The Adults, Health and Wellbeing department provides a large number of different services to support the residents of Gwynedd. A small but very important percentage of the services provided are our residential homes, day services and home care.

The objective of our internal services is to provide a first-class service to enable, support and promote people to live fulfilling lives as independently as possible. The department will focus on the user's life, offering a flexible service, completely person focused based on quality and emotion. The department will promote the individuals who uses the service to have a voice, control and choice over their own lives and the services they receive. The department will try to promote an individuals physical, emotional, mental and social needs.

The purpose of the department is to enable the adults of Gwynedd to 'live my life as I wish'.

Ffordd Gwynedd



Ffordd Gwynedd is the name given to the "way of working" that we have adopted in order to put the people of Gwynedd at the centre of everything we do. It is not a process or a theoretical idea but rather a collection of work arrangements, behaviours and culture which, together, allow us to be confident that we are looking at services through the eyes of the user.

Outline of General Terms and Conditions of Work

1. The appointment will be made in accordance with the terms and conditions of the Joint Discussion Committee for Chief Local Government Officers, as adopted or as amended by Gwynedd Council, or as amended or added to as part of an agreement between the Council and the specific trade unions recognized by the Council for collective bargaining purposes.

2. Working Hours

The standard weekly working hours are 37 hours. There are also part-time opportunities available as well as flexible working options.

3. Expenses

i. Travel and subsistence expenses are allowed together with any other appropriate expenses on the basis of what has been decided by the Council and in accordance with the national agreement as adopted or amended by the Council.

ii. The position is designated as a position for car user one car user as required. When you use the car on Council business you will be paid expenses in accordance with the casual scale.

4. Annual leave

i. The Council's holiday year starts on the first of the month following the month you were appointed to the Council. 27 days leave with an additional 5 days is allowed on completion of 5 years of continuous service.

ii. In addition, 10 days of bank holidays and additional statutory holidays are allowed, together with one and a half additional days allowed by the Council.

5. Benefits

There is a package of benefits to be had when working for Gwynedd Council.

6. This post is politically restricted under provision of the Local Government and Housing Act 1989.

Benefits

Work-life balance

Ensuring a balance between life and work is crucial in order to ensure that Gwynedd Council staff receive satisfaction in their work. Our policies and plans promote this through the following arrangements:

- Council employees are entitled to between 22 and 30 days of holiday per year depending on their job scale.
- In addition, employees are entitled to 8 bank holidays / public holidays and an additional 3 1/2 days.
- The Council operates a flexible working hours scheme.
- The Council operates a hybrid working scheme or working from home.
- Job share scheme.
- Paid leave can also be granted in special circumstances for example bereavement, medical appointments, undertaking public duties.
- Maternity, paternity and adoption leave.
- Additional unpaid leave for parents and carers and the opportunity to work flexibly if required.

Health and wellbeing

The health and well-being of our staff is our priority. We try to create a positive working environment where staff thrive. Here are some examples of schemes in action:

- Occupational Health Service
- MEDRA Counselling Service - a confidential counselling service for Council officers
- Free eye tests, for officers who make regular use of Visual Display Screens (VDU's)
- Sickness policy and procedure.

Benefits

Salary

- We offer fair wages which have been evaluated through the local pay review.
- Free D.B.S for individuals in a job that requires it.

Pension

Giving back to Gwynedd Council staff for their work is crucial, and offering our staff a quality pension scheme reflects that.

The Welsh Language

As stated earlier in the pack, Gwynedd as a county is lucky to have our natural bilingualism which enriches the local culture in all aspects of life. Not every county can claim to be able to work through the medium of Welsh and in this respect, Gwynedd is unique. Working in Gwynedd gives you the opportunity to work through the medium of Welsh.

Learning and Development

We want to guarantee that all Gwynedd Council staff have the opportunity to develop their skills and develop their career. Because of this there will be constant opportunities available to guarantee continuous professional development. Here are some examples of how we promote development amongst our staff:

- A formal induction process as a welcome to the council followed by ongoing performance reviews.
- Presenting a wide range of opportunities to attend various training in order to develop skills, confidence and your career. Whether that is training that is provided internally or by an external provider.
- Special support for Social Workers completing their first year in practice, a period of supervision.
- Contribution towards membership of professional bodies relevant to the work e.g. Social Work registration.

How to apply

Read the job description and the person specification carefully, you will need to use the information given here to successfully answer your application.

When applying online...

- Choose the Apply online option.
- Next will be the Log in/Create a new account page, if you have not already logged in.
- This will take you to My application where you will find a list of all the sections in your electronic application form each section must be filled before you can submit your application.
 1. A red cross means that the section has not been completed.
 2. The green tick means that you have filled in and saved the information in that section of your application.
- You can save your application and return at any point to make amendments / adjustments.
- Your session will end after 20 minutes of inactivity and any recent work may be lost. To avoid this, please save your work frequently. Saving your work will take you back to the My Application page.
- You can save the information to your application by clicking on Save to your application and / or save the information to your profile by clicking on Save to your profile.
- You can look at any one of your applications by visiting My applications
- My job profile includes a copy of each section in your electronic application form
- The first time you fill in an online application the information will automatically be saved to your profile when you click the Save to application button.
- You can change the details in your job profile at any time.
- Your profile will be kept in the system so that you can use the information again when making an online application in the future.
- You can upload information from your profile into your application by choosing the Load information from your profile option in each section.
- You can receive a weekly list of jobs via e-mail by choosing the Please send me a list of Gwynedd Council jobs via e-mail (weekly) option when registering or by editing your user profile.