

Blackburn with Darwen Borough Council

Candidate Information Pack



Make
a
difference
Work for your
local council



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About Blackburn and Darwen



Blackburn and Darwen: two towns, one vision.

Blackburn and Darwen are vibrant towns surrounded by beautiful countryside and within easy reach of Manchester, Leeds, Liverpool and Preston, the Yorkshire Dales and the Lake District.

Working here you can make a difference to the lives of our residents that we are proud to serve. We would like you to share that pride we have in our heritage and the excitement we have about our future.

Employees are at the heart of our organisation. We know we cannot deliver our services and achieve the results we do without hard working, enthusiastic and happy employees. That is why we strive to ensure everyone is treated fairly, equally and have the same opportunities regardless of personal circumstances.

Our Council is officially rated as one of the top councils in the country and we were proud to receive The MJ award for Council of the Year in 2018.

Corporate Plan

The Corporate Plan 2023 to 2027 has four core missions:

- A more prosperous borough where no one is left behind
- Every child and young person to have the opportunity to fulfil their potential
- Deliver our climate emergency action plan
- Build healthier, happier and safer communities

We believe our Corporate Plan will enable all of our residents to achieve a good quality of life in a vibrant and thriving place, with strong community values and an inclusive society.

The plan is for everyone – councillors, staff, partners, residents, businesses – who can support us to be the best we can possibly be.

Click Here To:

View our Corporate Plan in full



OUR VALUES

Our values help to ensure everyone is working towards a common purpose, so it is important that we all know what they are, how they influence our behaviour and how they will help to make decisions.

T **R** **A** **C** **K**

Trust – we believe in and can rely on each other

Respect – we embrace diversity and value our differences

Ambition – we have the courage to try new things and strive to be better

Collaboration – we achieve more by working together

Kindness – we are self-aware and considerate in all that we do

OUR OFFER TO YOU!

We are a small authority which brings many benefits of working in locality settings such as:

- Hybrid and flexible working opportunities (where the role allows) including working from home and reduced hours to support with family.
- From April 2023, we offer 26 days annual leave plus bank holidays. After 5 years, you will get 31 days annual leave plus bank holidays (pro-rata for part-time workers). Each year you will receive an increment to move you up our pay-scales to reflect your experience, until you reach the top of the pay band.
- We offer an excellent pension scheme where you can also make additional voluntary contributions, reduce contributions.
- We have a number of offices that provide a modern, technologically advanced, and comfortable workspace to support new and innovative ways of working.

Here at Blackburn with Darwen we are committed to our workforce:

- We offer a continuous programme of training and development, comprehensive e-learning packages, and many face-to-face training opportunities.
- We also offer a wide range of professional development, through the apprenticeship levy.
- As a large organisation, we are also in the unique position to offer you opportunities of moving around the council to experience other departments and services.



Blackburn with Darwen continue to improve:

- We have well established teams that all pull together and support each other and new starters.
- Approachable and supportive managers and leaders.
- We operate a 'Listen, Learn, Act' culture; if we are being told something doesn't work, we look to make improvements to teams and services.
- Committed to equality, diversity, and inclusion, ensuring opportunities for all.

REFERENCE GUIDANCE

When applying for any role with Blackburn with Darwen, whether it's a casual role or a permanent one, you will need to provide referee details.

Your first referee needs to be your current (or most recent) employer. The details we require are:

- The name of your line manager or HR department
- A telephone number of the organisation
- An email address which contains the organisation's name rather than a personal email address. For example, john.smith@blackburn.gov.uk and not johnsmith87@yahoo.com

Your second referee can be another previous employer or a character referee. The details we require are:

- The name of your referee
- The referee's relationship to you – this should **not** be a family member
- The referee's telephone number
- Character referees should be someone who can talk about your personal qualities such as a coach, client, teacher, or colleague.
- If you provide another employer referee, please ensure you provide an email address which contains the organisation's name rather than a personal email address. However, if you provide a character referee then it is okay for the email address to be a personal one.

Some further notes regarding referees:

- If you have not worked previously then you can provide the details of your most recent place of education. As with employer referees we would expect the email address to contain the educator's name



RIGHT TO WORK GUIDANCE

If you are not subject to immigration control, or have no restrictions on your stay in the UK you should be able to produce a document from below:

- Passport (British Citizen)
- Passport or National Identity Card (Is a national of the EEA or Switzerland)
- Document issued by Home Office or Border & Immigration Agency
- Permanent Residence Card
- Passport or travel document (endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of adobe in the UK, or has no time on their stay in the UK)
- Biometric Immigration Document
- New identity card (issued from Jan 2010)



DBS DOCUMENT GUIDANCE



Documents required for a Standard and Enhanced DBS check

One Document from the list before:

- Valid Passport
- Current Driving License
- Birth/ Adoption Certificate



Two additional documents which can either be another from the list above or below:

- Marriage Certificate
- HM forces ID Card
- Firearms License
- Bank/ Building Society opening letter or statement issued within last 3 months
- Utility Bill issued within last 3 months
- Mortgage/ Council Tax or other financial statement within 12 months

For More Information

Contact Us



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www.blackburn.gov.uk/recruitment



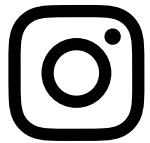
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BLACKBURN
with
DARWEN
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