

## Working for Cambridge City Council

### About the City and the Council

The city of Cambridge is in the south east of England, 50 miles north of London. It is well served by road and rail links, and is within an easy distance of the major London airports.

A beautiful place to live and work, Cambridge is an historic University City with high quality architecture and pleasant open spaces. It is also a city of national importance, being a world leader in higher education and many 21st century industries - information technology, telecommunications and commercial research.

Over the centuries, Cambridge developed from a medieval trading centre into the vibrant, cosmopolitan city of today, which attracts students from all over the world to its renowned Universities and Colleges. For the visitor there is a great deal to see and do, aside from touring the extensive campuses. There are museums, galleries and gardens; open air markets, boutiques and cafès, and of course punting on the serene River Cam.

### Council Structure - what we do

The Council employs around 1250 staff across six departments, based at various locations across the City.

City Services: delivers a wide variety of services including Waste Management, Streetscene (street cleaning & grounds maintenance), Building Services, Parking Services, Facilities Management and CCTV.

Community Services: provides major services including Housing, Parks & Recreation, Sports Development, Independent Living services, Community Development and Arts & Entertainment.

Environment and Planning: is responsible for the control of land use and development in the City, Environmental Services, Economic Development & Tourism and actively promotes a healthy, safe and clean city.

Customer & Democratic Services: provides the Council's main support services including Customer Services, Legal & Democratic Services, Reception & Office Services, Strategy & Partnerships and Corporate Marketing & Communications.

Finance: provides Accountancy and Audit Services, Property & Estates Management, ICT Client and Procurement as well as direct services to the public via the Revenues Service.

Chief Executive's:

Human Resources - leads on people and organisational development strategies and policies across the Council and provides professional support and advice for line managers and all employees.

## The Council's Vision and Objectives

### Our vision

...is of a compact, dynamic, sustainable City with a thriving historic core surrounded by attractive neighbourhoods and green spaces, and where the community as a whole and every person in it matters. There will be strong leadership on environmental issues, and diverse local communities will enjoy a high quality of life in safe, accessible neighbourhoods supported by affordable housing, integrated transport, and good access to leisure and community facilities. Cambridge will continue to foster a strong local economy together with its development as a centre of excellence and a world leader in the fields of higher education and research.

The Council has some agreed Medium Term Objectives, designed to help us achieve that vision.

### Our Medium Term Objectives are to

- Promote Cambridge as a sustainable city, in particular by reducing carbon dioxide emissions and the amount of waste going into landfill in the City and sub-region.
- Ensure that residents and other service users have an entirely positive experience of dealing with the Council.
- Maintain a healthy, safe and enjoyable city for all, with thriving and viable neighbourhoods.
- Lead the growth of Cambridge to achieve attractive, sustainable new neighbourhoods, including affordable housing, close to a good range of facilities, and supported by transport networks so that people can opt not to use the car.

## Embracing diversity, committed to equality....

"Cambridge is a diverse city with a wide range of different communities. This diversity enriches and vitalises our city.

Cambridge City Council is committed to promoting equality and diversity in all that we do, and to eradicating discrimination and disadvantage. This commitment has helped us to achieve excellence in the 2004 Comprehensive Performance Assessment (CPA), and Level 2 of the Equality Standard for Local Government. Our high rating in Stonewall's 2005 Corporate Equality Index showcasing the UK's top 100 employers for lesbian, gay and bisexual staff also demonstrates good practice beyond compliance. We are determined to build upon these successes."

### Graham Watts, Director of City Services Equalities Champion for Cambridge City Council

The Council wants to deliver high quality services in a fair and equal way to all sections of the community.

**We recognise that there are certain individuals who experience significant disadvantage in society, including:**

- Black and minority ethnic communities
- Women
- Disabled people
- Lesbian, gay, bisexual and trans-gendered communities
- Older people, children and young people
- Faith and belief groups

### Cambridge City Council aims to:

- Promote equality
- Challenge and eradicate prejudice and discrimination
- Respect, value and celebrate diversity
- Promote tolerance
- Provide responsive, sensitive and accessible services and information
- Ensure our workforce reflects the diverse population of Cambridge
- Develop a positive, supportive and anti-discriminatory working environment for all staff

We are committed to a policy of equality of opportunity in employment and aim to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, religion, colour, ethnic or national origin, sex, marital status, sexual

orientation, disability or age. Individuals are selected on the basis of their abilities and merits according to the requirements of the job.

**For further information on the Council's work in the area of Diversity & Equalities, please visit [www.cambridge.gov.uk](http://www.cambridge.gov.uk)**

## But what else can we offer you?

There are more reasons why a career in local government could be for you, such as a competitive salary, good pension scheme, generous annual leave, excellent training and development opportunities and flexible working options.

Full details of the terms and conditions of employment with Cambridge City Council will be given to you when you join, but here are some points that may interest you:

### Salary

Salary scales and conditions of service are nationally determined. Each post is graded and you will be paid at a point within that grade. We have an annually negotiated pay increase and progression through your salary scale is based on performance in your job.

### Pension

You may also be eligible to benefit from our attractive, index-linked pension scheme. This includes employer contributions towards the provision of a final salary pension.

### Flexible working

If you are appointed to a full time post your working week will be 37 hours. However, depending on the nature of your job, you may be able to take advantage of one of a number of ways of working flexibly. These include: part-time working; flexi-time scheme; term-time working; job sharing; home working and compressed working hours.

### Holidays

You will receive 24 working days' holiday per year, plus Bank Holidays. Holiday entitlement rises to 29 days after 5 years' continuous service. Holiday and Bank Holiday entitlement for part-time employees is calculated on a pro-rata basis.

### Family friendly policies

Family friendly policies available to eligible employees include a childcare subsidy scheme and our own generous schemes for maternity leave; adoption leave; paternity/ maternity support leave; parental and dependency leave.

### Relocation assistance

If you have to move home in order to take up employment with us you may be eligible to claim relocation expenses.

### Learning & development

We encourage employees and managers to discuss progress in the job and also longer-term career progression. We are committed to a policy of providing facilities, financial support, advice and opportunities to enable employees to develop the skills, knowledge and competencies needed to perform their jobs and to develop their potential to meet future needs. Training is both job-related or specifically for personal development and can take place both 'in-house' or on outside courses.

In recognition of its commitment to learning and development, Cambridge City Council has achieved Investors in People (IIP) accreditation.

### Staff benefits & discounts

A wide range of benefits and discounts are available to employees, including:

- Free swimming in Cambridge's pools
- Camcard benefits scheme - participating businesses offer discounts/ offers on production of the Camcard
- Discounted membership of health and fitness clubs
- Staff bikes available for work journeys and discounts available from a number of cycle shops throughout the City
- Free passes to the Botanical Gardens in Cambridge
- 10% discount for books and stationery purchases from Heffers stores
- Interest free season ticket loans for public transport

No smoking policy

We provide a smoke free working environment for staff.

### Want to know more?

If you have any further queries on current vacancies, career opportunities or any of the information contained in this booklet please contact Human Resources on 01223 458100, or visit our website [www.jobsincambs.com](http://www.jobsincambs.com)  
We will be glad to answer your questions.

Working for...

