



Stirling Council – Additional Information

Contents

About Stirling Council

Vision

Living and Working here

Stirling by Numbers

Position Details

Job Description

Summary of Terms and Conditions

Annual accounts

Business plan

Structure

About Stirling Council

Stirling lies in the heart of central Scotland. And we're at the heart of life here.

From the city, with its stunning skyline dominated by the historic castle, to some of Scotland's finest countryside beyond, the area has something for everyone. Stirling may be steeped in history, but it also has a modern vibe, with great places to eat, drink and unwind. All in all it's a great mix – rather like the people who work for us.

Stirling Council covers an area the size of Luxembourg. We educate 14,000 children, support 600 people in care homes, cut 3 million square metres of grass every 10 days, collect 41,000 bins every week, remove 12 tonnes of litter and debris from our streets every day, and produce 850,000 school meals each year.

Stirling Council is changing, just as Stirling is changing. We are transforming how we work and deliver our services. We must be more flexible in the way we work, being risk aware not risk averse, more customer-focused, building up our economy to create jobs and attract investment, be smarter with the data we have and the decisions we make. We want to be more closely aligned with the communities we serve and are working closely with them and our other partners to ensure that they can shape and influence what we do.

There are challenges, but we see the Stirling of the future as a place that's recognised externally as being famous for its customer service, famous for our socially active communities leading the delivery of local solutions, and famous for punching above its weight and generating economic growth, in which we are able to give everyone access to high quality skills, training or employment. Stirling Council will continue to challenge itself to deliver more for the area and its people in the future.

Our vision is a cultural and economic powerhouse, with thriving connected communities and a highly functioning, beautiful Stirling. We will promote health, well-being and opportunities for all. Tackle poverty and inequalities and support those who are most in need. Grow, attract and retain talent and entrepreneurial spirit. Attract, nurture and strengthen business and economic growth, creating jobs from entry level to high value. Keep people safe, prevent harm and protect those who are vulnerable.



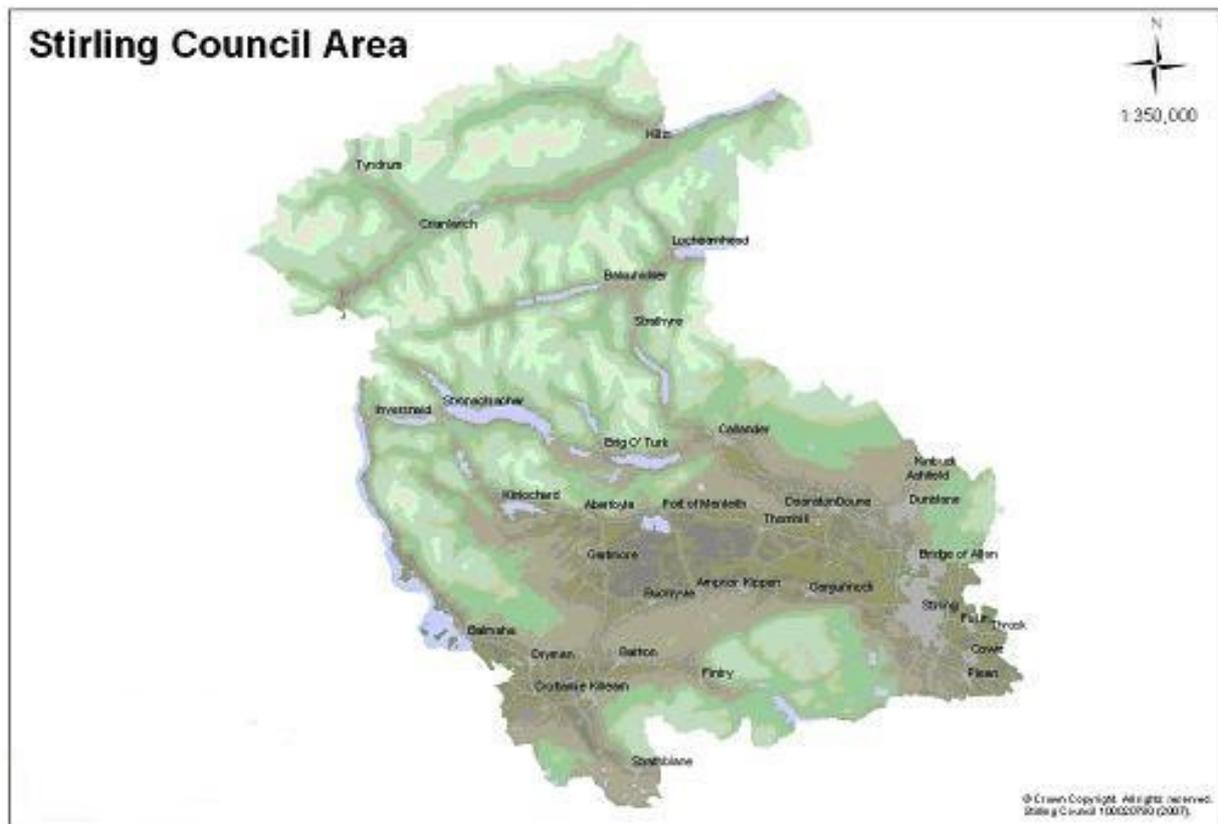
Stirling Council has 23 elected members across 7 multi-member wards. Currently the Council is made up of 7 SNP councillors, 9 Conservative councillors, 4 Labour councillors, 1 Scottish Green, 1 Independent councillor and 1 Alba councillor. The administration is a SNP-Labour partnership with SNP's Scott Farmer as Council Leader.

The Stirling Plan (Local Outcome Improvement Plan [LOIP]) represents the strategic framework for the collective reform of public services in Stirling. Stirling Council has 7 Committees as follows;

- Audit
- Children & Young People
- Community Planning & Regeneration
- Environment & Housing
- Finance & Economy
- Public Safety
- Council

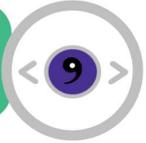
Stirling is one of 7 cities in Scotland and one which has strong connections with other cities, through its participation in the Scottish Cities Alliance.

The Council is well placed to make the most out of the opportunities and challenges recognising the different needs of our communities.



Our Vision

Stirling: A Place for Everyone to Thrive



Our Strategic Outcomes

Prosperous

People are part of a prosperous economy that promotes inclusive growth opportunities across our communities

Healthy

People are healthy and live full and positive lives within supportive communities

Achieving

People are skilled and supported to make a positive contribution to communities

Resilient

People are part of safe and caring communities within an attractive, safe and sustainable environment



How We Work

Committed

Proud to do a great job for Stirling and our communities

Collaborative

We work across boundaries to get the job done

Customer Focused

We're passionate about doing our very best for our customers

Leading

We lead at every level of our council



Above all, we THINK **HOW** focusing on solutions, not problems

What this looks like

COMMITTED

Proud to do a great job for Stirling & our communities:

- Think 'How'? Focus on solutions, not problems
- Take pride in our work
- Committed and self-motivated
- Learn from my mistakes
- Open to feedback and willing to learn
- Be creative and open to new ways of working

CUSTOMER FOCUSED

We're passionate about doing our very best for our customers:

- Think 'How'? Focus on what can be done rather than what can't
- Go the extra mile where possible
- Take responsibility for the Council's actions when dealing with customers
- Show respect, empathy and compassion for customers
- Seek to continually improve our services

COLLABORATIVE

We work across boundaries to get the job done:

- Think 'How'? Think, how can you help colleagues?
- Value relationships at work
- Look for opportunities to work across teams for better outcomes
- Listen, show empathy, sensitivity and compassion
- Offer support to colleagues - be open to receiving it from others
- Respect others' contributions – listen to others' ideas

LEADING

We lead at every level of the council:

- Think 'How'? Be a role model in building a 'can do' culture
- Motivate and support others to learn and grow
- Lead by example, be a positive role model for others
- Recognise others' contributions
- Offer helpful feedback to others
- Understand how my work fits with the council's purpose and vision

THINK **HOW**

Living and Working in Stirling

We're proud to say that our local economy is one of the fastest growing in Scotland, and the city is internationally recognised as a major centre of learning. In addition to the renowned University, there are a number of excellent further education centres in the area offering a wide range of courses. There are 30 nursery schools, 40 primary schools and 7 secondary schools including some of the best performing in Scotland with results consistently above the national average.

The area is popular with tourists, attracting millions of visitors every year thanks to the region's rich history and stunning countryside, including Scotland's first National Park. Add to this theatres, cinemas, galleries, great restaurants, sporting facilities and easily accessible shopping, and it's easy to see why life in Stirling is hard to beat.

The area we cover totals over 2,100 square kilometres (reaching from the shores of Loch Lomond in the west, to the village of Tyndrum on the edge of Rannoch Moor in the north, and the former mining villages of Fallin and Plean in the east).

Over 90,000 people live here and we're committed to delivering the highest levels of service to them. Working with our communities and partner agencies we aim to make our region a better place to live, work and visit by continually improving all aspects of our performance.

We listen to local people and, wherever possible, take on board their views and opinions. We also listen to the people who work for us and do what we can to help them realise their potential – after all they help us realise ours.

Stirling is already moving towards a varied and growing business economy. There are currently around 4,000 businesses employing 35,000 people.

Major employers include public administration, finance and other business services, wholesale and retail, accommodation, food service and manufacturing. By turnover, key sectors include wholesale, retail and repairs, construction and manufacturing, primary industries, and administration support services.

Stirling is at the hub of Scotland's transport network, providing an ideal place for businesses to service national and international markets. In addition, more than half of Scotland's population live within an hour's travel time, providing a skilled workforce and customer base for Stirling's businesses, visitor attractions and educational establishments.

A vibrant and cosmopolitan city set within a world-class historic built environment, Stirling is also a hub of contemporary culture. The Loch Lomond & The Trossachs National Park reflects the fact that Stirling is home to some of Scotland's most dramatic scenery.



Stirling by Numbers (Stirling Council area) Key Statistics June 2021

Population 2019 (2019 Mid-Year Estimate of Population, NRS 2020)	Persons		94,210
	Males		45,433
	Females		48,777
Projected Population 2030 (2018-Based Population Projections, NRS 2020)	Persons		99,727
Land Area and Population Density (2019 Mid Year Estimate of Population, NRS 2020)	Land Area (square kilometres)		2,187
	Land Area (square miles)		844
	Persons per (square kilometre)		43
	Persons per (square mile)		111
Largest Settlement Populations Mid-2016 Estimate (NRS 2018)	Stirling		37,610
	Dunblane		9,410
	Bannockburn		6,840
	Bridge of Allan		5,380
	Callander		3,160
City of Stirling Population Estimate 2011 (2011 Census and datazone estimates)	City of Stirling		41,000
Electorate December 2020 (NRS March 2021)	UK Parliament and Stirling Council Area		66,450
	Scottish Parliamentary Constituency - Stirling		58,076
Households Est. 2019 (NRS Household Estimates 2019)	No. of Households		39,654
Projected Households 2030 (2018-Based Household Projections. NRS 2020)	No. of Households		42,849
Tenure 2011 (2011 Census)	Owner Occupied	24,878	<i>Stirling</i> 66% <i>Scotland</i> 62%
	Rented from Council	5,559	15% 13%
	Private Rented	4,060	11% 11%
	Other Social Rented	1,910	5% 11%
	Other	1,159	3% 3%
Educational Attainment 2019/2020 Session Percentage of school leavers by highest SCQF level at which one or more passes were achieved (National Statistics, February 2021)			<i>Stirling</i> <i>Scotland</i>
	No passes at Level 3 or better		2% 2%
	Level 3: Standard Grade at Foundation		2% 2%
	Level 4: Standard Grade at General		11% 11%
	Level 5: Standard Grade at Credit		16% 25%
	Level 6: Higher at A-C		47% 41%
School Leaver Initial Destinations 2019/2020 Session (National Statistics, Summary Statistics for Attainment And Initial Leaver Destinations, No. 3: 2021 Edition)			<i>Stirling</i> <i>Scotland</i>
	Positive Destinations		93% 93%
	Higher Education		52% 44%
	Further Education		17% 28%
	Training		4% 4%
	Employment		20% 16%
	Unemployed (seeking work)		5% 4%
	Unemployed (not seeking work)		1% 2%
Other		1% 2%	
Economic Sectors: Employees within Stirling and Scotland 2019 (Business Register and Employment Survey, ONS via www.nomisweb.co.uk 2020)			<i>Stirling</i> <i>Scotland</i>
	Utilities		1% 2%
	Manufacturing		5% 7%
	Construction		6% 6%
	Wholesale and Retail, incl. Motor Trades		14% 14%
	Administrative and Support Services		10% 8%
	Transportation and Storage		3% 4%
	Accommodation and Food Services		10% 8%
	Information and Communication		5% 3%
	Financial and Insurance Services		5% 3%
	Professional, Scientific and Technical		6% 7%
	Public Admin, Education and Health		25% 31%
	Other Services		7% 7%
Earnings by Workplace (W) and Residence (R) (ONS Annual Survey of Hours and Earnings 2019) Gross weekly full-time median earnings for employees working in the area and residing in the area (NOMIS - National Statistics November 2020)			<i>Stirling</i> <i>Scotland</i>
	All	£598 W	£593 W
	Males	£628 W	£621 W
	Females	£577 W	£562 W
	All	£587 R	£595 R

	Males	£610 R	£626 R
	Females	£563 R	£563 R
Unemployment Rate by sex (Claimant Count April 2021)		<i>Stirling</i>	<i>Scotland</i>
(ONS via NOMIS May 2021)			
<i>This is measured by combining the number of people claiming JSA and National Insurance credits with the number of people receiving Universal Credit principally for being unemployed.</i>	Total (2,460)	4.1%	5.6%
	Males (1,400)	4.8%	7.1%
	Females (1,060)	3.4%	4.2%
Unemployment Rate by age (Claimant Count April 2021)			
(ONS via NOMIS May 2021)			
<i>This is measured by combining the number of people claiming JSA and National Insurance credits with the number of people receiving Universal Credit principally for being unemployed. % is the number of claimants as a proportion of resident population of the same age</i>			
	16-17 (10)	0.5%	0.8%
	18-24 (515)	5.1%	8.0%
	25-49 (1,295)	4.6%	6.2%
	50+ (635)	3.2%	4.2%

Summary of Terms and Conditions

Listed below are a summary of the principal terms and conditions of employment. Scottish Joint Council terms and conditions apply to single status posts within Stirling Council

Salary

Payment of salary will be by bank credit transfer on the 15th of each month, in arrears.

Employees will be appointed on the first point of the advertised salary scale and will be awarded an increment following 24 months service after their appointment, promotion or re-grading, provided they are not already at the top of the grade.

Hours of Work

The working week is 35 hours per week for full-time positions. Flexible Working Policy in place.

Annual Leave

Annual Leave entitlement is 29 days per year, rising to 34 days after 5 years continuous service. In addition to annual leave the Council recognises 7 public holidays (2 at New Year, 2 at Easter, first Monday in May, 2 at Christmas).

Volunteering

It is recognised much learning can be gained through volunteering and employees are able to request 1 day or 7 hours per annum towards volunteering which will benefit the communities of the Council area.

Pension

The post-holder will join the Local Government Pension Scheme automatically. Contribution rates and general information can be accessed here:-
<http://www.falkirkpensionfund.org/paying-in/membership-and-contributions/contribution-rates.aspx>

Medical Examination

Successful candidate will be required to undergo a satisfactory medical check.

Professional Registration

Successful candidate is required to be a member and maintain membership with a professional organisation relevant to the post.

Probationary Period

Stirling Council operates a probationary period that applies to all successful candidates in the first six months of employment in any post, although in exceptional circumstances this may be extended for a further three months.

Sickness

There is an occupational sick pay scheme and entitlement depends on length of continuous service

Travel and Subsistence Allowance

When you use your car or bicycle for authorised business purposes, mileage will be reimbursed at the HMRC (Inland Revenue) rate. The Council has pool vehicles available for business use.

Employee Benefits

Stirling Council provides employees with access to a variety of benefits such as shopping discount, physiotherapy, employee counselling and other wellbeing initiatives.

Other Employment

The postholder may not engage in any other business, or take up any additional employment without the express consent of the Council. They must inform the Council of any outside activity which may in any way conflict with their work for the Council.

Application Process

To help you complete the application please read the notes below.

Completing the Application

We welcome your application which will receive fair and serious consideration. All information provided by applicants will be treated as confidential.

To help us in ensuring that you have an equal opportunity along with other applicants we have set up the application process in such a way as to help recruitment panels find key information about you from the various sections of your application. For this reason we ask you to fully complete all sections. Any inaccuracy or omission in the information supplied may compromise your application.

Equal Opportunities Monitoring

This section of the form will be handled in a confidential manner and will not be available to the recruitment panel. The Council will extract information for statistical purposes to assess how well the Council is performing as an Equal Opportunities employer.

Rehabilitation of Offenders Act 1974

This Act permits certain convicted persons to become 'rehabilitated' after a certain period and the conviction becomes 'spent' with no requirement to disclose the conviction to a potential employer. The length of the 'rehabilitation' period varies from 6 to 10 years dependent upon the penalty imposed. N.B. Convictions resulting in imprisonment for more than 30 months are never spent.

Employment where the Act does not apply

Various kinds of employment, occupations and professions are, however, exempted from the provisions of the Act. These include any appointments concerned with the provision of accommodation, care, leisure, recreational facilities, school, education and childcare services, social services, supervision or training of persons under the age of 18 which would involve access to such minors in the ordinary course of employment. If you are applying for such a post you may be subject to an Enhanced Disclosure Scotland check.

Disability Discrimination

To help people with disabilities, the Council operates a scheme which provides a guaranteed interview where a disabled applicant (it is not necessary to be registered as disabled) formally requests this at the Guaranteed Interview Section which is located within "Branching Questions" in the application process.

Under the Disability Discrimination Act 1995 (DDA) a person is defined as disabled **"if they have a physical or mental impairment which has a**



substantial and long term adverse effect on their ability to carry out normal day to day activities”.

An “impairment” covers physical or mental impairments; this includes sensory impairments, such as those affecting sight or hearing.

The term “mental impairment” is intended to cover a wide range of impairments relating to mental functioning, including what are often known as learning disabilities.

A “substantial” adverse effect is something which is more than a minor or trivial effect and reflects the general understanding of disability as a limitation going beyond the normal differences in ability between people.

A “long term” effect is one:

- Which has lasted at least 12 months, or
- Where the total period for which it lasts is likely to be at least 12 months, or
- Which is likely to last for the rest of the life of the person affected.

Examples of conditions which are covered under the Act, as amended, include:

- Reoccurring or progressive conditions
- Severe disfigurements
- Restricted mobility caused by arthritis
- Speech, hearing and sight impairments (including registered blind or partially sighted but excluding individuals who wear glasses or contact lenses which improves their sight)
- Dyslexia
- Mental health conditions such as depression and anxiety
- Chronic conditions such as diabetes or asthma
- Diagnosis or treatment for HIV, Cancer or Multiple Sclerosis

Corporate Parenting

Stirling Council, as Corporate Parent, operates a guaranteed interview scheme for young people under age 26 who are or have been in care with Stirling Council. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

Reservists

Stirling Council is signed up to the Armed Forces Covenant and hold the Gold Employer recognised Award for further information, contact HR. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.



Adult Cadet Volunteers

Stirling Council operates a guaranteed interview scheme for Adult Cadet Volunteers. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

Apprentices

Stirling Council operates a guaranteed interview scheme for individuals who have completed an Apprenticeship with our Authority. This Apprenticeship should have been completed within 2 years of your application. If you meet the essential criteria for the post, as detailed in the job description, you will be guaranteed an interview.

References

Please also note that references from friends and family are not suitable. You should provide, in the first instance, a reference from a current or most recent employer. A second reference should be from someone who can comment on your ability to carry out the duties of the post in a professional manner e.g. previous employer, school teacher etc.

Applicants who have received voluntary severance from Scottish Local Authorities between 8 November 1994 and 31 March 1996 will not be considered. Additionally, only in exceptional circumstances will Stirling Council consider applicants who have accepted voluntary severance from Stirling Council at any time.

N.B. Canvassing of Elected Members or Officers of the Council directly or indirectly in connection with this post may disqualify your application.

Next Stages

After the post closing date the panel will meet to consider all submitted applications on the basis of qualifications and experience. If you are selected to progress further in your application for this post we will contact you to advise of the next stage of the process.

Unfortunately we are not able to provide feedback on your application if you are not selected for interview.

Please note that the Council does not reimburse travelling expenses for attending for interview.

For more information on working in Stirling, please go

to: <http://my.stirling.gov.uk/services/jobs-and-careers/working-in-stirling>

STIRLING COUNCIL ORGANISATIONAL STRUCTURE TO SERVICE MANAGER LEVEL

