

Dear Prospective Applicant

Thank you for your interest in this role. We hope the job description and person specification we have provided has given you a good idea about what this job entails and the skills and experience we are looking for. We also thought you might like to know a little more about the service this post sits within as well as what the council can offer you as an employer.

Our Service/ Directorate

Brighton & Hove City Council Adolescent Service is part of a multi-agency Service based within Children's Safeguarding & Care services in Brighton & Hove under the Families, Children & Learning Directorate. The service works with young people who are either at risk of family or care breakdown, using substances or offending. We target the most high risk and vulnerable adolescents in the city, providing intensive joined up support to them and their families to effect change.

Our Council

We are one of the largest employers in Sussex employing around 10,000 staff who deliver more than 700 services to local residents. Working for us is more than just a job. It's all about making a real difference to people's everyday lives.

We firmly believe that our staff are our greatest asset and it's important to us that they are happy, healthy and productive at work.

We are an accredited Living Wage employer and offer a range of financial and non-financial benefits to make our staff's experience working with us as good as it can be. These include generous leave entitlements, a career average pension scheme, flexible working options for many job roles, a wide range of training courses to help individuals reach their full potential, loans for bikes and bus and train tickets to help our staff get to work, childcare vouchers, plus a variety of local leisure, lifestyle and entertainment discounts. For the full list of benefits and more details check out our [Staff Benefits](#) on our jobs website.



We also believe that our staff can only perform at their best if they work in an inclusive environment based on respect and where there is a focus on objectives, performance and outcomes. Our new Behaviour Framework will ensure that staff performance will be assessed not just on what individuals achieve but also on how they go about it. We have recently introduced scored appraisals for our senior managers and this will be extended to all staff over the next few months.

How to Apply

If you share [Our Values](#) and are passionate about delivering quality services to our residents, then we would like to receive an application from you.

Brighton & Hove is a diverse, cosmopolitan and vibrant city, with deep-rooted shared values of tolerance, compassion and respect and, as an employer, we want to see this diversity reflected in our workforce. We believe that employing a rich mix of people from a range of different backgrounds with fresh ideas and different perspectives is key to enabling us to continually improve our services to the diverse communities we serve.

We are committed to ensuring that our recruitment process is as inclusive as possible for everyone and this includes making reasonable adjustments for disabled people.

We welcome applications from all sections of the community but particularly encourage applicants from a BAME or White Other background as well as those who identify as disabled, LGB, male or transgender as these groups are currently under-represented in our Directorate workforce.

We wish you good luck with your application.

Yours sincerely

Recruiting manager



Brighton & Hove

SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

Introduction

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

Handling of Disclosure Information

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

Further Information

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: www.homeoffice.gov.uk/dbs or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources.