



# A Great Place to Work





## **A Great Place to Work**

Thank you for your interest in West Sussex, our county and our organisation.

I believe that our county council is a great place to work, after all that is what attracted me to the Chief Executive role. We are a fantastic, motivated and dedicated team of people who are passionate about delivering highly valued services for our 850,000 residents and I would very much look forward to you joining our team.

We are a forward thinking, progressive organisation with a clear vision and strategy for improving the lives of our residents. We know there are many challenges facing our county but together we turn each of these challenges into organisation wide opportunities.

We are guided by our principles and values and importantly, the prominence placed on each other and with our partners to work as a single team, across a single organisation, serving our residents.

We are respected nationally and locally which attracts the best people, such as you, to work here and whilst you are here, you will be supported to make a genuine difference, receive recognition for your effort and will be encouraged at all times to succeed.

If this sounds like an organisation you want to work for and if you want to know more about West Sussex and about the council, please read on.

I very much look forward to meeting you in the near future.

**Nathan Elvery**

Chief Executive





## Our Local Area

Well located on the South Coast of England, West Sussex is as diverse as it is distinctive and covers 770 square miles. Within easy reach are sandy beaches, water sports, the National Park and the bright lights of Brighton and London; Gatwick Airport, Portsmouth and Southampton provide easy connections to destinations throughout the world. West Sussex boasts a perfect balance of cosmopolitan towns such as Crawley and Horsham, and flourishing market towns like Chichester, which has a cathedral and the famous Chichester Festival Theatre. In addition to the beautiful countryside and stately homes, the county is home to notable international events such as horse racing at Goodwood and Fontwell, the Festival of Speed and Goodwood Revival. For more details go to 'places to visit' and explore.

There are several renowned higher education establishments, from the University of Chichester to several colleges around the county offering a variety of learning. In addition, there are approximately 345 schools in the area ranging from academies, voluntary, community and independent schools to suit all families' requirements.

The leisure and outdoor pursuits offer is suitable for many tastes and includes museums, hiking, riding and biking trails; notable land marks such as Arundel Castle and the Roman Palace at Fishbourne; for water lovers there are sailing pursuits on sea and rivers. As well as the usual high street offering, the shopping choice ranges from speciality and antique shops to farmers markets including some individual shops for that unusual gift located in vibrant towns. To relax, there are a variety of bars and restaurants which can be followed by entertainment in cinemas, arts centres, theatres, multiplexes or clubs to suit individual tastes.

## Our Organisation

West Sussex County Council is a diverse organisation that provides services to more than 850,000 residents every day, enabling them to make decisions and choices about how they live, work and play so they can lead long, healthy and happy lives. Services range from Schools, Social Care, Economic Development, through to Libraries, Fire and Rescue, Trading Standards, Transport, Highways and many more.

Our vision for the county is that local communities are independent, strong and vibrant. We target our effort on those services that will make the biggest difference to communities, enabling them to help themselves in achieving their aspirations. We work with other organisations and join up our respective expertise to help achieve this. Where needed the Council will provide a helping hand to those residents who are at risk when they require it. The West Sussex Plan sets out how the county council plans to shape its services for the next five years.

### Our five priorities are:



**Giving our children and young people the best start in life**



**Ensuring West Sussex is a prosperous place**



**Our communities will be strong, safe and sustainable**



**We will support you in later life to remain independent**



**We will be a council that works for our communities**

## Our Sustainable Council ambitions

For many big businesses, for example Marks and Spencer, O2 and B&Q, sustainability is inextricably linked with how they run their businesses. They recognise that embedding sustainability into the way they operate means they make efficiency savings and ensure that they exploit all opportunities to maximise benefits, and ultimately create long-term value; their business drivers are aligned with the needs of society.

The council is non-profit making but nonetheless has the same ambition. We have a strategy in place that will:

- Achieve efficiency savings by reducing our operating costs
- Reduce the amount of natural resources we consume and purchase, and reducing the associated taxes and levies associated with their consumption
- Improve the sustainability of our supply chain
- Make the best use of our services and assets
- Make sustainability 'business as usual'

## Our Values

We are proud of our values because they were developed with the employees during the Great Place to Work employee engagement events; they demonstrate how we work and interact with customers, partners and colleagues on a day to day basis. These values are central to successfully achieving our vision and priorities.

### Our five Values are:

	<b>Customer centred</b> We put the customer at the heart of everything we do
	<b>Listen and act upon</b> We listen to each other and act on what we say
	<b>Honest and realistic</b> We are honest and realistic about what we can achieve
	<b>Trust and support</b> We trust and support each other to achieve our goals
	<b>Genuinely valued</b> We feel our contribution is valued and our achievements are recognised

### Our diverse and inclusive team

Our values foster an inclusive culture that supports diversity. We are committed to the employment, retention, training and career development of talented and diverse individuals. Our workplace is an environment where people can be themselves, perform to the best of their ability and achieve their potential.

We are a veteran and disability friendly organisation and have the Guaranteed Interview Scheme for both groups of people. We support colleagues who become Reservists, making sure that if mobilised we maintain contact and provide assistance for reintegration back into the workplace. Our professional community of networks include:

- The Black and Minority Ethnic Staff Group (BME)
- The Carer's Staff Group
- The Disabled Staff Group
- The Gay & Lesbian (Bisexual and Transgender) Organisation (GLO-West)
- The Staff Culture Board
- The Women's Staff Group.

### Our team building and business planning away days are very different

A number of teams in our organisation take team building and business planning to a whole new level. When we want to have team building days or business planning days, we come together with the voluntary service and provide services to the community. For instance, a popular little wooden stream bridge in the village of Milland near Midhurst, which allowed dog walkers to access nearby woods had rotted away; the Organisational Development team came to the rescue and rebuilt the bridge as part of their team planning day. Team days don't have to take place in stuffy rooms!

## Tailor your employment experience

As well as a competitive salary, generous holiday package (including the ability to buy additional leave), flexible working and comparable local government pension scheme, we provide many benefits to create a positive work experience to suit your lifestyle. For instance, you can access hundreds of discounts and offers on travel, cinema tickets, days out, leisure activities, high street vouchers and reloadable cards. These benefits, when put together as a total package can add up to a valuable remuneration.

### Agile working to suit your life style

Having flexibility in work is one of the key benefits that our people say they value most because it helps to maintain a work/life balance. The standard working week is 37 hours, and many roles can vary start and finish times to manage social and domestic arrangements.

Our technological capability and advancements meet our green credentials and many colleagues are provided with laptops enabling them to work anywhere. Additional lifestyle options include working from home; having a career break; time off for participation in other public duties/services; leave for religious and cultural festivals.

### Relocating to West Sussex

Relocating can be costly and emotive, especially when family and friends are taken into consideration in the next step decisions. If you are moving to West Sussex from outside the county to take up employment with us, in a post we would regard as hard to fill, you may be eligible for financial support via our recruitment and retention scheme.

## Testimonials

We are continually seeking to improve on our service offer and how those services are experienced. One way we do this is by obtaining feedback from colleagues, customers and partners. Here is what they have to say:

**“Working for the council looks good on your CV”**

**COLLEAGUE COMMENT FROM THE GREAT PLACE TO WORK STAFF EVENT 2015**

**“I was an apprentice at 17 in Legal Services and at the age of 19 I am a Trainee Legal Executive. Thanks to the council I have a career and a paid job”**

**ANNABEL COLLINS 2015**

**“Our great partnership with West Sussex County Council means that care staff get quality on-going training”**

**WEST SUSSEX PARTNERS IN CARE TEAM**

See how our colleagues make a valued difference daily by clicking on this **link**.





## Supporting you

### Your Learning and Development

We are a learning organisation and are committed to learning and development opportunities for all. Investing in teams and individuals is an important objective and we do this in several ways.

Our Learning and Development Gateway offers self-service learning online, a flexible approach to internal training and development activities.

Each year a learning fund is set aside for external specialist learning to help individuals enhance their skills and abilities. The range of opportunities to equip colleagues with skills for continually improving services, to learn and grow, includes:

- Career development programmes such as apprenticeships
- Career tasters which provide a temporary short term taster of working in another area
- Management development
- Mentoring and coaching services
- Secondments to other departments and partner organisations to build up skills in your area of interest
- Support with personal development planning to target individual training needs
- Volunteering opportunities.

### Apprenticeships

Since April 2017 we have been paying into the Apprenticeship Levy and this means we can offer our staff the fantastic opportunity of sponsoring them (of any age and job role) to undertake qualifications ranging from level 2 (equivalent to GCSE's) right up to level 6 and 7, which is Degree and Master's Degree level up to a value of £27,000. Further information on the courses available can be found [here](#).

## Transport support

We value our green credentials and sustaining our lovely environment. We have therefore developed flexible transport options for colleagues when travelling on business. It also encourages colleagues to arrange appointments in easy to access Wi-Fi enabled locations, making good use of technology. We have Travelwise initiatives to reduce the burden of transport. There are pool cars and bikes available and, as an employee, you can obtain up to 15% discounts on rail fare and discounted season tickets on bus fares; you can also apply for an interest-free loan to purchase a season ticket.

We run an easy to use online car share scheme which matches up potential car sharers for commuting and business journeys. Check this [link](#) out for more details:

## Childcare support

We did offer a childcare voucher scheme which was designed to assist with the cost of childcare. This scheme is now closed to new entrants, however the Tax-Free Childcare scheme is available. To find out more about the Tax-Free Childcare scheme, follow this [link](#).



## Assistance and advice

We provide you with a free and confidential employee assistance programme. This 24-hour service is independent from the council and offers you unlimited access to advice, support, information, coaching and counselling on a range of personal and work related issues to support your health and wellbeing, including financial, housing and career. There is also support for people with caring responsibilities.

### Your Health

Your health and wellbeing is important to us. Improving it through regular exercise, healthy eating and building emotional strength can increase your fitness and ability to perform well at work. We have arranged special rates with a number of fitness centres and sports clubs throughout West Sussex and through our employee assistance programme, we will provide a range of the very best tools, techniques, information and advice to help you live well, work well and achieve more. We arrange discounts and provide information on a range of alternative therapies. There is also access to Voluntary Health Cash plans with leading health care providers.

Our employee assistance programme provides lots of information about all kinds of activities to get you going and make like-minded friends. Check out the following [link](#) (user name: Wellbeing; password: Support).

## Financial Wellbeing

We have a Salary Finance scheme to help our staff with financial challenges, offering hints and tips on managing money and guides for budgeting, saving and managing debt. Our Salary Finance scheme also offers free credit score reports and if needed, access to low interest loans.

## Building locations

Our buildings are often centrally located near parks and some buildings are close to the beach. This offers opportunities for lunch time walks or runs in beautiful surroundings, shopping and visiting or participating in local events.

## On site restaurants

Most of our work locations have an on-site restaurant offering a daily varied menu of salads, refreshments and freshly cooked meals at reasonable prices. The restaurants are Wi-Fi enabled and offer a convivial alternative meeting place.







For current vacancies, job alerts, career tasters or apprenticeship schemes go to:

**[www.westsussex.gov.uk/jobs](http://www.westsussex.gov.uk/jobs)**

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