

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required to meet the needs and responsibilities of the Service and the Council.

Health & Safety Statement – Chief Officers

Ensure a suitable and sufficient standard of health, safety and welfare for employees within their Service area and that employees and others are not placed at risk by the work activities. This will be achieved through compliance with the Council's corporate Health & Safety policies and procedures and, where appropriate, the development, implementation, and monitoring of Service specific policies and procedures, whilst adequately resourcing arrangements to ensure compliance with current and future legislation.

Health & Safety Statement - Employees

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

Health & Safety Statement - Managers

To ensure the effective management of health & safety within the area of responsibility, for employees and anyone else affected by the work activities, through compliance with the Council's corporate Health & Safety policies and procedures and, where appropriate, the development, implementation, and monitoring of Service specific policies, procedures and arrangements.

Temporary Posts

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without re-advertising.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. Candidates who identify themselves as having a disability, and who meet the essential criteria of the post are guaranteed an interview under the Disability Confident Employer Scheme.

All appointments will be made on merit.

However, please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

Equality – Ensure that all work and outputs comply with and promote the Council's commitment to equal opportunities and diversity and inclusion.

Supervisory or Managerial posts only - Ensure that systems are in place for reporting management information and making recommendations for any corrective action necessary.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - (All posts)
- Standard/Basic/PVG Registration Disclosure Check – **(PVG/Disclosure posts only)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK - To ensure that you are eligible to work in the UK, we will require the following documentation:

- A Passport showing you are a British/Irish Citizen.
- OR
- A British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number

For all other nationalities

- Settled status code
- OR
- Immigration status document.

For further information visit [Prove your Right to Work to an Employer](https://www.gov.uk/government/guidance/proof-your-right-to-work-to-an-employer) - GOV.UK (www.gov.uk)

Please note that a Short Birth Certificate or Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

The Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 allows applicants for certain positions to be asked to reveal their full criminal history, including certain spent convictions.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- Accountants
- Solicitors

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

Codes of Practice:

It is a condition of your employment that you adhere to the established standards and conduct as laid down in any professional Code of Practice applicable to your role with the Council, e.g. the Scottish Social Services Council Code of Practice for Social Service Workers. A copy of the Codes of Practice is available at www.sssc.uk.com

Professional Registration

If it is a requirement of your post that you hold membership of a professional body, it is your responsibility to ensure that you retain the appropriate level of membership during your engagement with the Council.

Scottish Social Services Council Registration for Social Care Workers

If it is a requirement of your post that you are registered with the Scottish Social Services Council, you must apply within three months of starting your role and be registered within six months.

You can register online: [How do I register? - Scottish Social Services Council \(sssc.uk.com\)](http://www.sssc.uk.com).

General Teaching Council Registration:

You must hold current registration with the General Teaching Council for Scotland before any teaching duties may be undertaken under this contract. As this is a legal requirement, it is your responsibility to ensure that you retain the appropriate level of membership.

Driving Licence

Where it is an essential requirement for this post to hold a current driving licence and you have a disability which precludes you from holding a driver's licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.

Political Restrictions

Certain posts within Scottish Borders Council are deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a guidance on politically Restricted Posts can be found in our HR policies - <https://www.scotborders.gov.uk/downloads/file/11452/politically-restricted-posts-guidance>.

** From 1 April 2024 a Real Living Wage Rate of £12.00 per hour has been agreed. All employees recruited on a salary/wage less than the RLW rate shall receive a payment additional to their salary/wage in order that they are paid at the rate of £12.00 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.