

**ourTeam**

# Uncover your Potential

Working for Chelmsford City Council



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# Introduction from the Chief Executive

Thank you for showing an interest in working at Chelmsford City Council. With a population over 181,000 and a customer base across an even wider region, our reach is extensive and we take great pride in the high-quality services we deliver to all our residents and visitors.

By joining **OurTeam** you can make a real difference to local people and help us make Chelmsford district an even better place to live, work and visit. If you are hard-working, collaborative and most importantly, committed to delivering great things for your community, we'd love to receive an application from you.

If successful, you will receive an induction tailored to your role. This will support you as you find your feet at the council and help you hit the ground running. As well as support from your manager and team, you will have access to plenty of online resources and essential training.

Read on to find out more about the range of job roles available at Chelmsford City Council and the fantastic benefits on offer to **OurTeam**.



**Nick Eveleigh**  
Chief Executive  
Chelmsford City Council

# About Chelmsford



As Essex's first city, Chelmsford is one of the fastest-growing centres in the East of England. We have a rising population, an emerging economy, and low unemployment. Along with the City of Chelmsford, the district also includes the riverside town of South Woodham Ferrers and numerous villages set within attractive countryside.

Chelmsford is a popular choice with businesses and residents alike due to its location in the heart of Essex, just a short distance from the capital with fantastic transport links. With a thriving community of around 9,500 businesses, excellent amenities and outstanding schools, Chelmsford offers its residents a great quality of life.

The district is also home to several impressive attractions. There is historic parkland to be explored at Hylands Estate alongside the fully restored Grade II\* listed Hylands House. Visitors can take in the grand architecture of Chelmsford Cathedral and Shire Hall, discover unique artefacts at Chelmsford Museum, and enjoy some cricket at the Essex County Ground. Residents can keep active at one of four leisure centres including Essex's only ice rink, and get closer to nature at RHS Hyde Hall, 9 local nature reserves and 17 Green Flag-awarded parks.

The city has two shopping centres (Meadows and High Chelmer) along with the Bond Street retail area and Chelmsford Market. Our busy high street and retail parks are home to independent retailers and boutiques, as well as many well-known national retailers. Chelmsford has been awarded Purple Flag status, as a safe and enjoyable place for a night out with lots to offer, including Chelmsford Theatre and an abundance of restaurants, cafés, bars and pubs.

The city also stands out for having a vibrant, year-long events programme, including Essex Pride, Foodies Festival, the National Flower Show, Chelmsford Science Festival, Enlightened at Hylands Estate and many more.



# About Chelmsford City Council

Based in the heart of the city, our mission is to improve the lives of our residents. Our Chelmsford, Our Plan sets out our priorities over the coming years to make Chelmsford a fairer, greener, safer and better-connected place to live, work and visit.

**The plan outlines our priorities under three themes:**

## **A fairer and more inclusive place**

Promoting sustainable and environmentally responsible growth to stimulate a vibrant, balanced economy, a fairer society and provide more homes of all types.

## **A greener and safer place**

Creating a distinctive sense of place, making the area more attractive, promoting its green credentials, and ensuring that people and communities are safe.

## **A more connected place**

Bringing people together and working in partnership to encourage healthy, active lives, building stronger, more resilient communities so that people feel proud to live, work and study in the area.

If you would like to learn more about our priorities, you can read Our Plan in full here:

[www.chelmsford.gov.uk/ourplan](http://www.chelmsford.gov.uk/ourplan)



# Our Values

**OurValues** are at the heart of how we work. We expect everyone at Chelmsford City Council to act in ways that support our values.





## Accountability

- We take responsibility for following things through to completion
- We recognise and positively challenge inappropriate behaviour
- We actively recognise what is working and what is not, and are open about mistakes.

## Trust

- We treat each other as we would expect to be treated
- We demonstrate integrity by being fair and balanced in our approach
- We are open and honest.

## Collaborative

- We seek ideas from inside and outside of our team to achieve more impact
- We ask other people to get involved in what we're doing to build strong working relationships
- We talk with others to understand their perspectives.

## Learning and Encouraging

- We support and encourage each other to be our best
- We support others to develop and learn
- We take responsibility for finding opportunities to learn for ourselves and develop.

## Creativity

- We adapt our approach, keeping the best outcome for all in mind
- We encourage and support people to take measured risks
- We encourage people to try out new approaches and ideas.

# Our Benefits



We provide a range of benefits to support you in both your work and personal life. Most benefits are available to you as soon as you start; however access to our healthcare cash plan scheme is available after completion of your probationary period.

## Benefits include:

### Enhanced annual leave entitlement

Employees receive a minimum 236.8hrs (32 days\*) holiday, including bank holidays, with an extra week given after 5yrs of continual service (pro rata'd for part time staff). There is also the option to purchase additional annual leave. \*Based on 7.4hr working day

### Secure and flexible pension

The Local Government Pension Scheme (LGPS) is a valuable part of the pay and reward package for employees working in local government. It is one of the largest pension schemes in the UK with over five million scheme members.

### Hybrid & flexible working arrangements

Where this suits the needs of the organisation and where practical, we will support employees working from home for part of their working week, as well as flexibility in how you work your contractual hours over the course of the week.

### Employee healthcare cash plan

The council pays for a healthcare cash plan for all permanent and fixed term employees who have successfully passed their probationary period.

### Employee assistance programme

Available for all employees, this is a free confidential service provided by the council offering expert advice, invaluable information, specialist counselling and support.

### Credit union

Subject to availability, employees will be able to save each month direct from net pay and have access to an instant loan of up to £3,000. Personal loans of up to £20,000 are also available once you have been saving regularly.



### **Staff travel plan**

The council's staff travel plan contains a package of measures to reduce the use of private cars. It aims to promote walking, cycling, using public transport and car sharing. The staff travel plan includes discounts, such as 20% off season tickets.

### **Cycle2Work scheme**

Employees can apply for a loan to purchase a discounted bike or cycling equipment for travelling to work. Some restrictions apply.

### **Shared cost additional voluntary contribution (SCAVC)**

Members of the Local Government Pension Scheme (see pension section above) are able to make additional pension contributions through a salary sacrifice SCAVC provided by AVC Wise, to build up an additional retirement fund.

### **Staff discounts**

Chelmsford City Council employees benefit from various discounts for many businesses in Chelmsford.

### **Professional fees**

Chelmsford City Council will pay the annual subscription to one professional body if this is a requirement of the post.

### **Subsidised car parking**

Available for all employees, parking is currently offered at Meadows Retail Multi-Storey.



We believe in a healthy work-life balance. As part of **OurTeam**, we know that our employees will work hard to provide great services for our community. In turn, we have everything in place to support them.

We provide a confidential helpline for all employees, which can be accessed 24 hours a day, 365 days a year. We also have Mental Health First Aiders available.

You can widen your contacts and build relationships through our networking groups, including our staff forum. There are also opportunities to take part in leisure and social activities.

But don't take our word for it! Here are just some of the accreditations Chelmsford City Council has received.

## Essex Working Well

We have been recognised for our commitment to staff health and wellbeing by achieving the highest level of award (Level 3) through the Essex Working Well Accreditation Scheme. At Level 3, we are able to demonstrate long-term, sustained commitment, creative development and engagement of our employees.

### Some of these activities include:

- Supporting national days, such as Time to Talk Day, World Suicide Prevention Day and World Mental Health Day, to end the stigma of mental health issues
- Provision of counselling, support and advice through our Employee Assistance Programme provider, Health Assured
- Supporting our team of Mental Health First Aiders to provide a listening ear to colleagues and signpost support.

[www.essexworkingwell.co.uk](http://www.essexworkingwell.co.uk)



“We pride ourselves on providing health and wellbeing activities, seminars and events for all staff members through our workplace health champions and our mental health first aiders.”

**Rosie Lamb**  
Wellbeing Champion

## Mindful Employer

Mindful Employer is a national initiative supporting employers to take a positive approach towards mental health at work. By signing the Mindful Employer Charter, we have made an on-going commitment to:

- Provide non-judgemental and proactive support to staff experiencing mental ill health.
- Not make assumptions about a person with a mental health condition and their ability to work.
- Be positive and enabling towards all employees and job applicants with a mental health condition.
- Support line managers in managing mental health in the workplace.
- Ensure we are fair in the recruitment of new staff in accordance with the Equality Act (2010).
- Make it clear that people who have experienced mental ill health will not be discriminated against, and that disclosure of a mental health problem will enable both the employee and employer to assess and provide the right level of support or adjustment.

[www.mindfulemployer.dpt.nhs.uk](http://www.mindfulemployer.dpt.nhs.uk)



# Equality, Diversity and Inclusion

We aim to be an inclusive employer that makes everyone feel welcome, in a place where you are treated with dignity and respect.

**We aim to do this by:**

- Providing education and training opportunities to raise awareness and understanding of physical disability, mental health conditions and neurodiversity.
- Providing awareness programmes to enable us to reflect on the importance of language and behaviour in creating an inclusive workplace.
- Supporting your physical and mental wellbeing as well as offering flexible working arrangements which are open to all to request.
- Providing you with the opportunity to raise issues through established engagement routes, such as the staff forum or via our group of Equality, Diversity and Inclusion (EDI) champions who are representative of all areas of the workforce. EDI meetings are held quarterly and are chaired by our Chief Executive.



## Disability Confident Employer

As a Disability Confident Employer we are working towards removing barriers to disabled people in our approach to recruitment and in the workplace, along with increasing understanding and awareness of disability.

### We are doing this by:

- Guaranteeing an interview to anyone who declares they have a disability on their application and meets the essential criteria for the role.
- Providing reasonable adjustments in the workplace for both new and existing employees
- Assisting existing employees with any reasonable requests to support them with their disability such as changes to their working pattern and time off for appointments
- Offering training to our managers on how to be disability confident.

[www.gov.uk/government/collections/disability-confident-campaign](http://www.gov.uk/government/collections/disability-confident-campaign)

## Family-Friendly Employer

Chelmsford City Council has signed up to the Family-Friendly Employers Charter, which sets out how employers can help parents and carers manage their work and caring commitments. Employers must consider the following three areas:

1. Family-friendly strategy and culture
2. Flexible working
3. Annual leave and supporting parents outside of term time.

[www.essex.gov.uk/family-friendly-charter](http://www.essex.gov.uk/family-friendly-charter)

## Employee Recognition Scheme

As part of signing the Armed Forces Covenant, Chelmsford City Council support our armed forces and welcome job applications from members of the armed forces which also includes reservists, armed forces veterans (including the injured and sick), cadet instructors and military spouses/partners.

We also continue support throughout employment through initiatives such as our Employee Assistance Programme, Mental health support and entitlement for time off policy.

# Other Opportunities

## Training and Development

In addition to all the essential training you need to do your job, we offer extra opportunities for personal growth and professional development. From on-the-job learning to professional qualifications, you will be supported to develop your skills and career. If your role requires it, we will pay for membership of a professional organisation.

## Apprenticeships

Not just for school leavers – did you know that anyone can be an apprentice? Apprenticeships are offered to both new and existing employees, in a variety of roles. Many of these result in formal qualifications up to postgraduate degree level.

What's it like to be an apprentice? Hear from others by searching that question on [www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

## Want to do and earn more?

As part of **OurTeam** you can support a number of activities that take place across the council. If you choose to take part, you can learn – and often earn – beyond your usual role. For example, you might decide to help with elections and get a behind-the-scenes view of the big decisions that shape our society. Perhaps you'd like to get outdoors and work for a weekend at one of the city's big festivals, or even talk to your manager about shadowing someone in a different department to find out more about their work.



“Doing my apprenticeship was an effective stepping stone into my current career [in the council]. The practical balance of knowledge and work experience gave me a confident start in the workplace, as well as the tools to further my professional development.”

**Jesse Firman**  
Marketing Officer and  
former apprentice



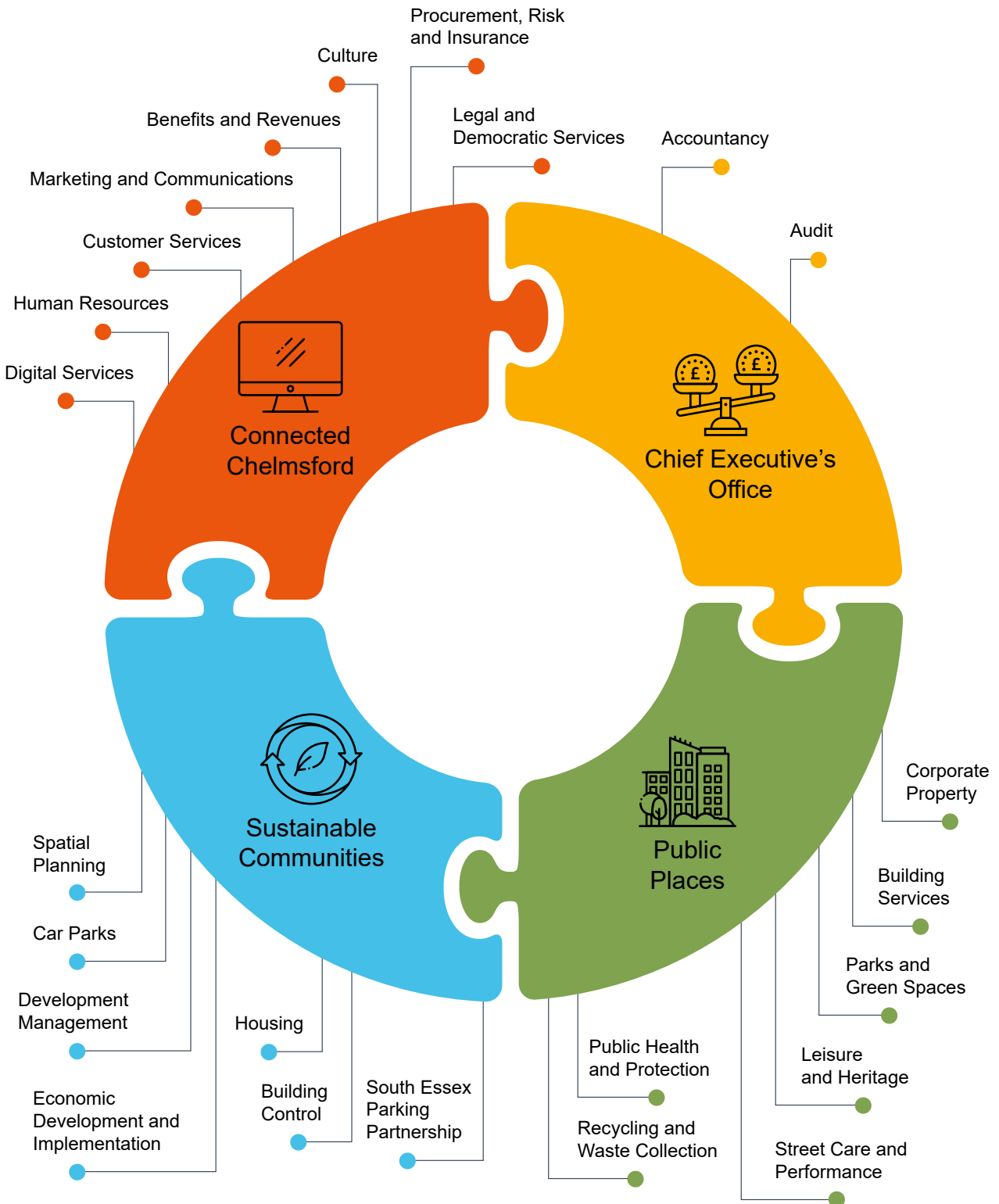




# Our Brands and Areas

Chelmsford City Council covers such a broad range of services, that you may not be aware of the extent of job roles on offer within the organisation.

**This chart gives an overview of the variety of services:**



You probably already know that Chelmsford City Council is responsible for waste and recycling collection, housing benefits, looking after our green spaces and CCTV.

**But here are just a few other areas we look after, with some that may surprise you!**

## Connected Chelmsford:

Numbers refer to map on page 23



### Chelmsford Theatre

1

With a capacity of over 500 in the main auditorium, alongside a more intimate studio space and excellent technical and stage facilities, Chelmsford Theatre hosts a range of artists and touring companies, as well as co-producing the popular annual pantomime.



### Chelmsford Museum

2

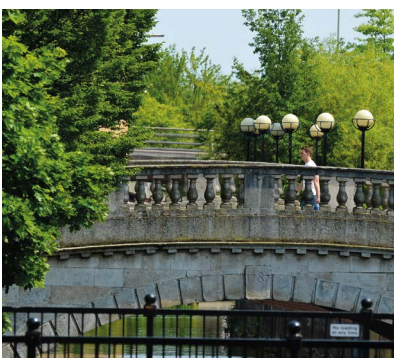
Sitting in the heart of the award-winning Oaklands Park is Chelmsford Museum, home to the story of Chelmsford. Visitors can get up close with the history of our city as well as changing exhibitions and family-friendly activities. Here you will also find Essex Regiment Museum and the Hive café.



### Cultural Education Partnership

1

Building on Chelmsford's heritage in science and innovation, a new partnership has been established to ensure all local children and young people have equal access to creative opportunities to broaden their horizons and support them to reach their potential.



### Chelmsford City Life

1

City Life is Chelmsford City Council's official newsroom that keeps residents up to date with the latest news in our city. It is also a key resource for the media, who can sign-up to push notifications and be the first to see our stories, features, and interviews.

## Public Places:



### Hylands Estate

3

Hylands Estate is a prestigious Grade II\* listed public park encompassing 574 acres of historic parkland. Hylands House is a popular venue for weddings, celebrations and business events, plus a yearly events programme. The nearby Stables is home to artist studios, a café and a second-hand bookshop.



### Chelmsford Cemetery & Crematorium

4

The Crematorium is home to well-kept gardens and a professional team, whose members work to personally ensure that funerals take place to the highest standard.



### Parks Depot & Nursery

5

Situated off Waterhouse Lane, our parks depot and nursery is home to our dedicated team of grounds staff and volunteers who tend to an array of plants and flowers that create beautiful environments across the city including in the 17 parks and gardens recognised by the Green Flag scheme.



### Freighter House

6

As well as being responsible for recycling and waste collection, street cleansing activities, and the boroughs markets, the team at Freighter House have an ongoing programme of outreach work, to inform and educate residents about how they can reduce their waste. They even perform car MOTs.



## Riverside Leisure Centre

7

Riverside Leisure Centre offers a superb range of facilities to suit everyone. The centre has a city centre location and facilities that include two swimming pools and a sensory splash zone, soft play, a crèche, and an ice rink. It also has a 190-station state-of-the-art gym and spin and exercise studios.



## Chelmsford Sport & Athletics Centre

8

Chelmsford Sport and Athletics Centre is a major sporting venue with first-class indoor and outdoor athletics facilities. It provides significant opportunities for elite athletes, as well as the local community to participate in a variety of different activities.



## South Woodham Ferrers Leisure Centre

9

Our South Woodham Ferrers Leisure Centre is centrally-located in the town. The fantastic facilities include a 25m swimming pool with a moveable floor, as well as a gym, a sports hall, and a floodlit outdoor 3G football pitch.



## Dovedale Sports Centre

10

Dovedale Sports Centre has excellent facilities in the heart of Moulsham and benefits from a community gym feel. Dovedale's local, compact facilities include a gym, an exercise studio, a multi-use sports hall and squash courts.

## Sustainable Communities:



### Car Parks

1

We own and maintain a number of car parks and on-street parking across the City. Our car parks offer a range of short-term, long-term and mixed stay parking. Four of our city car parks are home to electric vehicle charging points.



### South Essex Parking Partnership (SEPP)

1

We are the lead organisation for SEPP, a council-run organisation which brings together all street-based parking services in South Essex. Day to day operations include issuing residential permits, managing the 3PR school parking initiative, implementing parking restrictions and enforcement.



### Economic Development

1

Our team gets involved in a range of projects that develop Chelmsford as a quality place where people choose to live, work and visit. We support businesses, master-plan major new developments, advise on heritage, manage £multi-million infrastructure projects and work with a range of external partners.

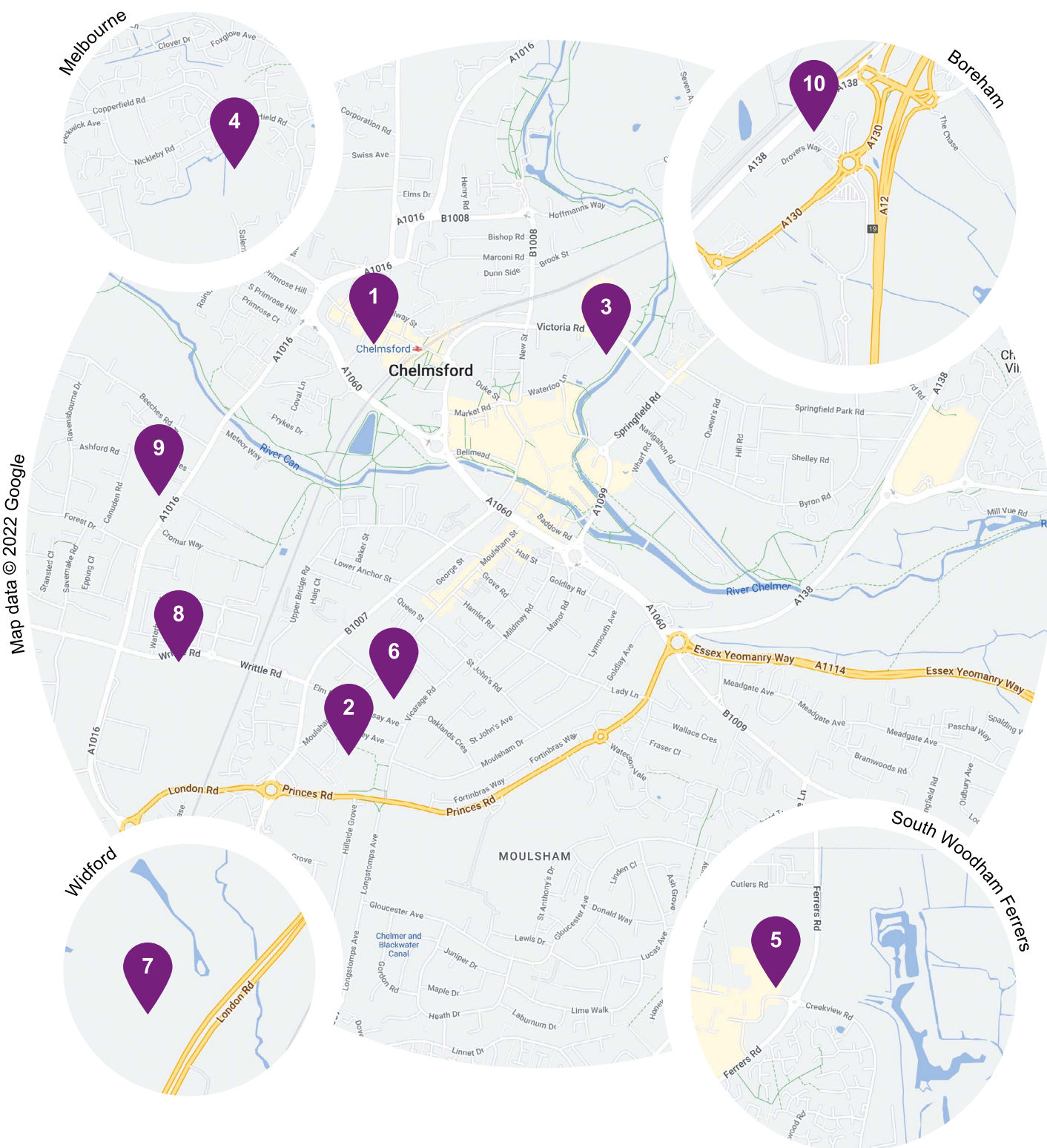


### Planning

1

Our planning team produce strategies and policies to guide future development growth to meet the need for new homes and employment development, whilst protecting our important environmental assets. We also make decisions on planning applications.

## Where you can find us:



Map data © 2022 Google

- |  |   |
|--|---|
| <p>1. • Chelmsford Theatre<br/>• Chelmsford City Life<br/>• Cultural Education Partnership<br/>• Car Parks<br/>• South Essex Parking Partnership<br/>• Economic Development<br/>• Planning</p> <p>2. • Chelmsford Museum</p> | <p>3. • Riverside Leisure Centre<br/>4. • Chelmsford Sport &amp; Athletics Centre<br/>5. • South Woodham Ferrers Leisure Centre<br/>6. • Dovedale Sports Centre<br/>7. • Hylands Estate<br/>8. • Chelmsford Cemetery &amp; Crematorium<br/>9. • Parks Depot &amp; Nursery<br/>10. • Freighter House</p> |
|--|---|

We hope you have enjoyed finding out more about Chelmsford City Council, and we look forward to receiving an application from you soon. You can see all our current vacancies and apply at [www.chelmsford.gov.uk/jobs](http://www.chelmsford.gov.uk/jobs). Don't forget to sign up for job alerts to be kept informed of any new opportunities.

**If you have any questions, please contact our friendly Human Resources Team:**

01245 606440 | [hrsupport@chelmsford.gov.uk](mailto:hrsupport@chelmsford.gov.uk)

**Chelmsford City Council**

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Scan the QR  
code to view our  
current vacancies