

CAREER INFORMATION AND RECRUITMENT AND SELECTION APPLICATION GUIDANCE

Thank you for your interest in working for Tayside Contracts.

We celebrate differences and recognise that diversity fuels innovation and creativity. We actively promote inclusion, challenging biases and fostering a culture of belonging where everyone has equal opportunities to succeed. Join us in creating a workplace where diversity is celebrated, inclusion is the norm and individuals can thrive.

About Us

Tayside Contracts is the largest and longest serving local authority shared service in Scotland. We operate across the council areas of Angus, Dundee City and Perth and Kinross and are governed by a Joint Committee of elected members from the three constituent councils.

We are a commercial trading organisation and provide services to a wide range of other customers both within Tayside and beyond.

At Tayside Contracts, we are proud to offer a range of services across Angus, Dundee and Perth and Kinross.

- **Catering** (School Catering, Central Production Unit)
- **Facilities Management** (Cleaning, Janitorial, School Crossing Patrol)
- **Construction** (Roadworks, Street Lighting, Quarry, Sign Shop)
- **Transport** (Vehicle and Plant Maintenance)
- **Support Services** (HR Services, Safety & Training, IT, Business Support, Finance, Procurement)

Our Vision and Values

Our **Vision** is to be 'a high performing and expanding shared service: proud of what we do and chosen for how we do it'.

To support us to reach our vision, and strategic priorities outlined in our Business Plan, we have 4 key values:

- **People**
- **Performance**
- **Partnership**
- **Perception**

These values are embedded within the culture of Tayside and outline who we need to be; how we need to act and behave, to achieve what we want for Tayside Contracts and our local communities.

To learn more about Tayside Contracts, our Vision and Values, please click [here](#).

Our Vision for Equality

We are an inclusive organisation fully committed to eliminating unlawful discrimination and harassment, promoting equality of opportunity and encouraging good community relations both in employment and in the delivery of our services.

We recognise that our most important asset is our people and we respect our employees for the unique differences that they bring to the organisation.

When selecting applicants for employment, promotion, training or any benefit we will base our decision solely on merit, potential and competence. All employees are actively encouraged to develop and reach their full potential which will in turn add value to the effectiveness and efficiency of the organisation.

No person will be treated less favourably because of their sex, race, colour, nationality, ethnic or national origin, marital status, disability, political or religious belief, sexual orientation, gender reassignment, age, trade union affiliation, irrelevant criminal conviction, responsibility for dependants or employment status.

Please refer to our [Equality and Diversity Policy](#) for further information.

How to apply for a job at Tayside Contracts

All our job vacancies are advertised on our website www.tayside-contracts.co.uk/tayside-jobs where you can filter your job search by section, job location or closing date. All our job vacancies close at 23:59 on the closing date specified.

Each job vacancy has an 'Apply Now' option that you must select to begin your job application. If you are unable to access the internet at home, you can do so at your local library. If you have a disability and require reasonable adjustments, please call our HR Admin Team on 01382 812721.

Prior to starting your job application, you should read the job advert text, the job description and person specification relating to the job vacancy so that you can demonstrate your suitability for the job role in your application.

Disability Confident Employer Accreditation

Tayside Contracts is fully committed to the recruitment of people with disabilities. We have been awarded Disability Confident Employer Accreditation by Jobcentre Plus, which highlights our commitment to interview any candidate with a disability who meets the essential criteria for a position.

The Equality Act 2010 defines a disability as a 'physical or mental impairment which has a substantial and long term adverse effect on a person's ability to carry out normal day to day activities.' For these purposes, 'long term' is taken to mean the condition is likely to last longer than 12 months or likely to recur.

If you have a disability, meet the essential criteria for the post you are applying for (as detailed in the Person Specification) and you wish to be guaranteed a job interview please ensure that you select yes in the Disability Confident Employer – Guaranteed Job Interview part of the application form.

Referees

Two referees are required to provide references. If you have had previous employment either paid, unpaid or voluntary, at least one of your referees must be your present/most recent employer or organisation you have volunteered with. If you are a school leaver please give details of teachers/ work experience tutors, who have knowledge of your competencies, skills and abilities. Referees who are friends or relatives will not be accepted.

Please check that your referees are willing to provide a reference before adding their names to your application. Referees will only be contacted if you are the preferred candidate and have received and accepted a conditional offer of employment.

Criminal Convictions

You will be asked in your application to declare if you have any criminal convictions. Please note that all driving convictions should be declared, unless spent. Under the Rehabilitation of Offenders Act 1974 you may be entitled to exclude criminal convictions even if you have been subject to criminal proceedings provided that your caution or conviction has become spent. However, certain types of employment are excluded from this entitlement under the Rehabilitation of Offenders Act 1974 (Exemption) Order 1975.

PVG Scheme Membership

If you are applying for a job role that requires Protection of Vulnerable Groups (PVG) Scheme Membership (this is detailed in the person specification) you should leave this section blank as you are not required to disclose any criminal convictions at this stage.

If following a job interview, you are the preferred candidate, you will receive a conditional offer of employment and at that point you will be asked to declare any criminal convictions.

Failure to declare criminal convictions at that stage will result in the conditional offer of employment being withdrawn.

Equality Monitoring

In order to fulfil our equality monitoring duties we request all applicants complete the confidential equality and diversity monitoring section of the application.

This section is not shared with the hiring managers and is used to record and produce statistical information which allows us to measure our performance and ensure we comply with the Equality Act 2010. Please refer to the [Equalities Monitoring Privacy Notice](#) for further information.

Submit your Job Application

Prior to clicking submit, please review your application form to ensure that you have completed all the relevant sections.

Shortlisting by Hiring Managers

After the job vacancy closes, job applications will be reviewed by at least two hiring managers who will decide whether or not to invite you to interview based on whether you have demonstrated that you have the skills, knowledge, experience and qualifications outlined in the person specification of the job role.

Application Acknowledgement

If your application is submitted successfully, you will receive an automated email thanking you for your interest in working for Tayside Contracts. Please check your Junk/Spam folder.

If you have heard nothing within 4 weeks of the closing date, you should assume that on this occasion, you have been unsuccessful.

Invite to attend a Job Interview

If you are shortlisted to attend an interview, you will be contacted by the hiring manager either via email or telephone and invited to attend an interview which will either be in person or held online via Microsoft Teams or in some rural areas via telephone.

Online Job Interview via Microsoft Teams

You will need to download Microsoft Teams either via the web or an app store if you plan to use your phone or tablet.

Once the online interview has been arranged, you will receive an email notification which will include a link to join the meeting. Please do not delete this as you will need it to join the call to attend your interview.

If you require assistance, please visit www.tayside-contracts.co.uk/teamshelp for guidance.

Pre-Employment Checks

If you are the preferred candidate, you will receive a conditional offer of employment subject to satisfactory pre-employment checks which will include:

- [Right to Work in the UK check](#)
- [Protection of Vulnerable Groups Scheme Membership](#) (where relevant)
- Pre-Employment Health Screening Questionnaire (where relevant)
- References
- Driving Licence check (where relevant)
- Qualification check

General Enquiries

If you have any questions about completing an application or about our recruitment and selection procedure, please contact the HR Admin Team via email hradmin@tayside-contracts.co.uk or call 01382 812721.

Complaints Procedure

If you believe at any stage in the recruitment and selection process that you have been unfairly disadvantaged or discriminated against, please write to the HR Manager or to the Head of the Unit to which you applied for employment. You can be assured that your complaint will be investigated thoroughly and that a statement of the outcome of the investigation will be made available to you.

Data Protection Legislation

Our [Job Applicant Privacy Notice](#) explains how we use your personal information for the purpose of recruitment and selection processes.