



Ribble Valley  
Borough Council  
[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

# Director of Community Services

## Applicant Information

# The Ribble Valley

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The borough of Ribble Valley is situated in North East Lancashire and is the largest district in the County of Lancashire in terms of area, covering over 244 square miles, the majority of which is designated an Area of Outstanding Natural Beauty.

It is at the centre of the British Isles and is often referred to as the Centre of the Kingdom. It is characterised by its rural quality with over 40 picturesque villages, many of which have ranked highly in best-kept village and hamlet competitions.

The borough has 3 main market towns, Clitheroe (the main administrative centre of the borough) Longridge and Whalley. These centres are the home to eye-catching boutiques, cafes, farm shops and family attractions. Ribble Valley also has a unique built heritage with 21 Conservation Areas, over 1000 Listed Buildings, 29 Scheduled Ancient

Monuments and 4 Registered Historic Parks and Gardens. The area has a mixed economy that contributes to a consistently low rate of unemployment.

There is a diversity of employers within the borough including those involved in agriculture, tourism and hospitality as well some major national and multi-national companies such as Hanson Cement, Johnson Matthey and BAE Systems.

The Ribble Valley has excellent links to other areas: the A59 is a main route across the borough from west coast through to east, linking directly to the M6 and serving access routes to the M65 motorway. Main line rail services are available from Preston which is only 30 minutes from Clitheroe and to Manchester which is just over an hour away. Manchester International Airport is also just over an hour away.



# Job Purpose

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To successfully lead multi-functional teams at a senior level delivering engineering, culture, leisure, and waste collection services.

Strong leadership and relationship management skills are essential to deliver the best outcomes for outcomes for Ribble Valley residents.

## Main Duties

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To participate in the collective corporate management of the borough council through membership of the Corporate Management Team, attendance at Council/Committee and other meetings as required

Liaise with suppliers and investors and keep them up to date on the project progression.

To promote internal and external partnerships.

To lead, and motivate the Community Service Directorate, monitoring its performance, and translating the Councils, strategies into outputs in the Community.

To promote change, promoting innovation and creativity within an environment of risk management.

To advise Councillors during Council Committees, Working Groups, and similar meetings.

To have a strategic management and operational responsibility for the following services:

- Engineering Services**
- Culture and Leisure Services**
- Waste Management Services**

To be responsible for ensuring the high quality of data provided relating to the role.

To participate all areas of recruitment, development, and performance management of staff within Community Services Directorate.

To motivate and inspire staff to achieve a high quality of work and a cost-effective service.

Demonstrate a strong commitment to always delivering a high standard of service with an emphasis on quality.

To promote and comply with our obligations under the Equality Act 2010 and Ribble Valley Borough Council policy on health and safety, both in the delivery of service and the treatment of others.

To perform any other duties which are consistent with the nature, responsibilities, and grading of the post.



# Conditions of Service

## Conditions of Service Summary

The job you have applied for is subject to the National Joint Council's Scheme of Conditions of Service for Local Government Services, as amended or supplemented by Ribble Valley Borough Council.

## Equal Opportunities

Ribble Valley Borough Council, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of their sex, gender, marriage and civil partnership, race, religion or belief, pregnancy and maternity, gender reassignment, sexual orientation, marriage and civil partnership or, subject to the physical requirements of the post, disability; nor be disadvantaged by any other condition or requirement which cannot be shown to be justifiable.

## Medical Fitness

All appointments are subject to the successful candidate satisfying Ribble Valley Borough Council as to their medical fitness to undertake the duties of the post. If an appointment is offered, the candidate will be required to complete a medical declaration and may be required to undergo a medical assessment.

## Probation

New employees of Ribble Valley Borough Council are subject to a probation period of 6 months. Employees will be informed within two months how their work is progressing. At the end of the probationary period, and subject to a satisfactory report from their Head of Service, the employee's appointment will be confirmed.

## Salary

Salaries are paid by direct credit to the employee's Bank/Building Society/National Giro Account on the 15th of each month (unless this is a Bank Holiday when pay day is brought forward as appropriate). Increments within a grade are normally awarded on 1 April each year.

## Working Week

The council's standard working week is 37 hours for office based staff. These are usually spread over Monday to Friday, and between the daily hours of 8.00 am to 6.00 pm. A flexitime scheme is in operation and details will be issued to all new employees on appointment. Different working arrangements may apply depending on the post you have applied for. Entitlements are pro rata for part time appointments.

## Pensions

You will automatically be included in the Local Government Pension Scheme, unless you decide to opt out. Employees contribute a percentage of gross earnings dependent upon salary. The Council also pays contributions to meet the total cost.

## Holiday Entitlement

Chief Officers are entitled to 32 days annual leave.

In addition to annual leave:-

Statutory Public Holidays are Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, Spring Bank, May Day and Late Summer Bank. There are a total of four other statutory days holiday to be taken during each holiday year. A maximum 5 days untaken leave can be carried over can be carried over from one leave year to the next.



## Sickness

All employees are entitled to sick pay in accordance with national conditions. The scale of allowances provides for one month at full pay and (after completing four months service) two months half pay during the first year of Local Government service. This rises to six months at full pay and six months at half pay after 5 years' service.

## Training and Development

We are committed to the training and personal development of all our staff. We offer two types of training:

- On-the-job – specifically for skills needed to carry out your job.
- Off-the-job – seminars, workshops, training courses

These may be non-qualification courses or courses that lead to a professional qualification.

## Smoking Policy

Ribble Valley Borough Council has a no smoking at work policy, this includes use of E-cigarettes.

## Relocation

A relocation allowance is available in approved cases.

## Family Friendly Policies

Ribble Valley Borough Council has a number of family friendly policies, eg flexitime, parental leave, childcare vouchers.

## Car Allowances

Car mileage allowance is available in approved cases.

## Canvassing

Canvassing of Councillors of Ribble Valley Borough Council directly or indirectly for any appointment under Ribble Valley Borough Council shall disqualify the candidate concerned for that appointment. This provision does not prevent a Councillor of the Council from giving a written testimonial on a candidate's ability, experience or character.



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## Balancing work and life

### Benefits

Excellent pension  
scheme

Training and  
development  
Job security

We are an equal  
opportunity employer  
and applications are  
welcome from all  
minority groups



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Amazing Spaces, People and Places

# Appointment Procedure

## 1. Applications

Candidates are required to complete the Council's standard online application which is available on our website or by calling 01200 425111 to request an application pack. Additional sheets can be used with regard to details of your work experience. CVs will not be accepted.

## 2. References

The referees who are quoted on your application form must be able to comment from first hand experience on your suitability for this position. References will be required for at least the last three years of your employment. You will be advised when we request these.

## 3. Shortlisting

A panel of elected members supported by the Chief Executive and Head of HR will consider your application.

## 4. Closing date

The closing date for receipt of applications is midnight Wednesday 30th November 2022.

Online applications will automatically be submitted via an application link. Paper versions of the application form should be returned to: HR Department, Ribble Valley Borough Council, Church Walk, CLITHEROE, Lancashire BB7 2RA.

Applications should be marked Private and Confidential.

## 5. Validation of Qualifications

Please note that, if you are shortlisted, you will be required to bring with you to the interview your original certificates or other documentary evidence of qualifications obtained that are relevant to this post, as stated on the person specification. We will also

require a copy of each of these to be placed on file.

## 6. Immigration, Asylum and Nationality

Please note that in accordance with the provisions of the immigration, Asylum and nationality Act 2006, and before commencing employment, the successful applicant will have to provide either documentary evidence of National Insurance Number or other documentary evidence to show that they are entitled to work in the UK. This evidence will be retained on file during employment. In your own interests please make sure you can meet this requirement.

## 7. Interview Expenses

Expenses incurred attending the interview should be claimed on the standard form, which will be forwarded to candidates as required. Travel expenses should be claimed on the basis of standard class rail fare. Any applicants who withdraw after being shortlisted will not be entitled to any refund of expenses.

## 8. Selection Process

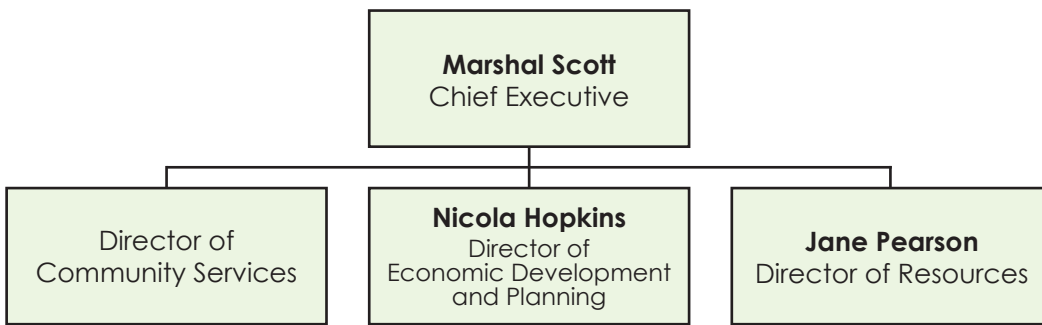
Your completed application form will be considered by the Chief Executive and Head of HR who will prepare a list of candidates for consideration by the appointment panel. Candidates should note that this list will be based strictly on the criteria set out in the job role and person specification.

Applicants will be notified by letter in the week commencing 5th December 2022 whether they have been selected for interview.

Shortlisted candidates will be invited to undertake online psychometric tests prior to interview.

<b>Closing Date:</b>	<b>9th January 2023 at midnight</b>
<b>Shortlisting will take place on:</b>	<b>16th January 2023</b>
<b>Interviews and Presentations:</b>	<b>26th &amp; 27th January 2023</b>

# Management Structure



# Heads of Service

- Cultural and Leisure Services
- Environmental Health
- Engineering Services
- Human Resources
- Legal and Democratic Services
- Planning Services
- Regeneration and Housing
- Revenues and Benefits
- Financial Services

# Council Structure



**Stephen Atkinson**  
Leader of the  
Conservative Group



**Simon Hore**  
Deputy Leader of the  
Conservative Group



**Stewart Fletcher**  
Leader of the  
Liberal Democrat Group



**Mark French**  
Deputy Leader of the  
Liberal Democrat Group



**Stephen Atkinson**  
Leader of the  
Independent Group

The Borough is divided into 24 wards represented by 40 councillors.

The Conservative Group are the majority party.

The council seats are as follows:

- Conservative - 28
- Independent - 2
- Liberal Democrats - 10



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