



Working at

Tandridge



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Welcome from David Ford, Chief Executive



Hi,

It's great you are considering applying for a role at Tandridge District Council. We are an ambitious Council with big challenges ahead and we are looking for the right people to join the team, to get involved in our exciting projects.

Our beautiful district, which is 94% Green Belt, is home to over 87,000 residents. We take pride in providing a wide range of public services, working collaboratively with partners to support our residents and businesses.

We are looking for creative, enthusiastic and dynamic candidates who thrive in a fast paced, changing environment and approach challenges with a can-do attitude. Your passion for customer service is crucial to help us engage with residents, businesses, staff and other stakeholders.

In return, we offer a modern office, supported by good technology and a friendly team environment. We embrace a flexible and agile work approach, allowing most colleagues to work two to three days a week in the office and the other days from home - helping create a good work life balance. Continuous professional development is encouraged and supported, enabling you to progress in your career.

We are proud to be a Disability Confident employer, committed to creating an inclusive workplace where everyone can thrive.

Oxted boasts excellent public transport and road links and the Council Offices are close to a wide variety of shops, cafes and restaurants.

If this resonates with you and sounds like the kind of challenge you would enjoy, I wish you the best of luck with your application and hope to welcome you to our team.

A handwritten signature in black ink, appearing to read 'David Ford'. The signature is fluid and cursive, written on a white background.

David Ford
Chief Executive

Employee benefits

We are proud to be a Disability Confident employer with a range of employee friendly policies and committed to creating an inclusive workplace where everyone can thrive.

We offer:

- A competitive salary, paid directly into your bank on the fifteenth day of every month.
- A competitive annual leave package starting at 23 days of annual leave a year. This includes one day which must be taken at Christmas. Your annual leave entitlement increases to 29 days after six years continuous service. Your specific annual leave depends on the number of hours you are contracted to work.
- Flexi leave for people working at the Council Offices in Oxted. There may be times when you work more than your contracted weekly hours. The additional time may be accrued and taken as flexi-leave, following the scheme guidelines.
- A wellbeing day (reviewed and agreed annually).
- Automatic enrolment into the Local Government Pension Scheme which is a career average defined benefit scheme, with a generous employer contribution. You also contribute and the amount depends on your salary. You can choose to opt out from the pension.
- The opportunity to make additional voluntary contributions (AVCs) to your pension.
- To pay one annual professional subscription as long as it is relevant to the role.
- An online employee benefits portal which has a wide variety of discounts and perks on shopping, leisure activities and holidays.
- Opportunities for ongoing professional development.

A positive working environment:

- Open plan modern offices.
- Great technology and software programs.
- A flexible and hybrid way of working, allowing most office based colleagues to work two to three days a week in the office and the other days from home, to support a healthy work life balance.
- Staff car park on a first come, first served basis.
- Cycle parking and showers.
- Cycle scheme.
- Season ticket loans.
- Personal protective equipment and alarm, if required to do your job.
- Comprehensive e-learning, which meets legal regulations and keeps you safe and protected, including manual handling, home/office working, cyber security, data protection, equality and diversity and office health and safety.

To support your health and wellbeing:

- Wellbeing day (reviewed/agreed annually).
- Voluntary part paid health cash plan - currently with UK Healthcare. This is reviewed every year.
- An employee assistance programme which provides you with support and practical advice about issues impacting on your wellbeing and mental health.
- Volunteering scheme. You can take up to one day paid leave to volunteer at a local charity or community organisation either in the district or close to where you live.
- Opportunities for charitable giving.
- Reduced monthly membership fee at Freedom Leisure centres in Oxted and Caterham.

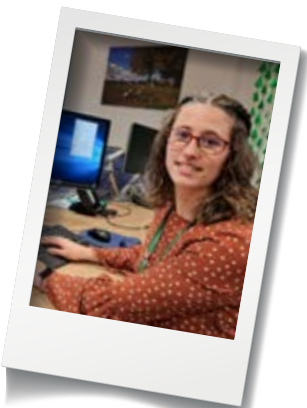
Here's what our staff say

Sarah Martin - Senior Benefits and Project Officer

"My career at the Council began in May 2013 as a Business Administration Apprentice. Since then and thanks to the Council's commitment to professional development, I transitioned into the Housing Benefits Team and swiftly advanced to Benefits Assessment Officer within a year.

With the Council's support, I achieved my Level 3 IRRV qualification and IRRV Diploma, further enhancing my professional growth. I've had lots of opportunities and enjoyed the variety of challenges. Now a Senior Benefits and Project Officer, I lead a team managing revenues and benefits administration.

If you are ambitious and excited by new challenges, Tandridge District Council provides the support and opportunity for you to thrive."



Barry Gilham - Democratic and Electoral Services Officer

"At Tandridge District Council, working flexibly and in a hybrid way is an essential part of my working week. It's not just about work/life balance, it's also about being more productive and the ease of working with my colleagues.

This approach reflects the Council's commitment to employee wellbeing and innovation. Joining the Council means embracing a dynamic work culture that values flexibility and allows you to work to the best of your ability."

Hannah Middleton - Senior Planning Officer

I've worked in the Planning Team for eight years where I assess and determine planning applications. What sets the Council apart is the incredible team I work with. We work collaboratively, providing support and guidance and we actively look at ways to enhance our knowledge and skills.

I enjoy working with the team to achieve positive outcomes for planning applications that not only make a difference for residents and contribute to the beautiful and evolving district.



Aaron Simmons - Technical Officer

"I've worked here for almost 10 years and in that time, I've successfully completed multiple qualifications and had a great mentor too. After a career change, I am now completing an apprenticeship in Building Surveying.

The Council's commitment to training and personal development plans makes it a great place to work."



Daniel Groves - Building Maintenance Supervisor

I'm happy with my career journey at the Council. I started as a carpenter 20 years ago and am now a Building Maintenance Supervisor. By embracing new skills and gaining valuable experience, I ensure projects are delivered efficiently on time and in budget, enhancing frontline services for Council tenants and residents.

Our vision

Aspirational for our people, our place and ourselves.

Our priorities are:

1. Building a better Council – making the Council financially sustainable and providing residents with the best possible services.
2. Creating the homes, infrastructure and environment we need - both now and in the future.
3. Supporting economic recovery in Tandridge - from lockdown to growth that everyone benefits from.
4. Becoming a greener, more sustainable District - tackling climate change.

Strategies and plans

Our Strategies and plans detail what we will deliver for residents and businesses.

We are working on a new Corporate Plan for 2024-2028 to set the strategic direction for the Council and the district.



Our values and behaviours

These values describe the qualities every officer is expected to demonstrate when carrying out their job and our behaviours describe how staff are expected to behave. They form part of our recruitment process and performance management, including our appraisal process.

Taking ownership: Be proactive, identify problems and own the solution.

Committed and supportive: Focus on the customer and support each other.

Learning and development: Always learning and encouraging others to think differently.

Positive and flexible: Working with passion, energy and enthusiasm and being adaptable to change.

These are the attributes we also expect our managers to have:

- Setting direction
- Leading and developing people
- Delivering results



If you are offered a job with us

If your application is successful and you are offered a role at the Council, you will be required to:

- Provide two references. One must be from your current employer or most recent employment.
- Complete a confidential online health assessment and if needed meet with the Council's medical adviser.
- Complete an online Basic Disclosure & Barring Service (DBS). Depending on the job requirements, you may require a Standard or Enhanced DBS.
- Provide your qualification certificates and licences, if they are essential to the post.
- Confirm you can work legally in the UK.

Hours of work

Full-time employees work 37 hours per week and we also welcome part-time staff.

Office based staff

Most employees are based at the Council Offices in Oxted and benefit from working flexibly.

The Council Offices are open on weekdays from 8am-6pm. You work flexibly during these hours, subject to business requirements.

Operational staff (Depot)

Operational staff are based at the Depot in Hurst Green and work fixed hours. Depending on the team, some are required to take part in Out of Hours rotas.

Probationary period

New employees must successfully complete six months' probation before becoming permanent.

Performance review and development

We have a system for reviewing performance and employee development which is linked to personal, corporate objectives and the Council's values and behaviours. This includes informal one to ones, known as Check-ins and a structured annual appraisal.

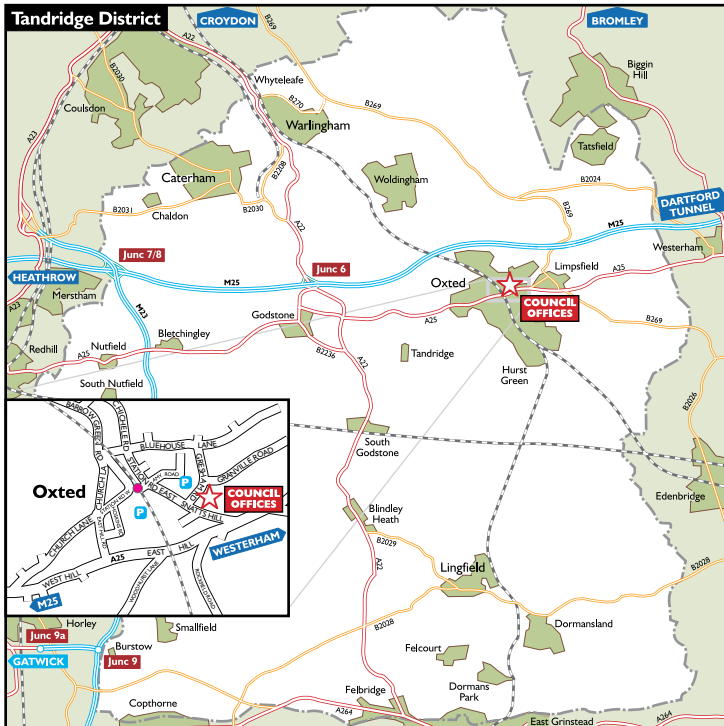
Where are we?

Our main office is in Oxted, a vibrant and friendly town situated in the North Downs in the east of Surrey. Oxted benefits from an excellent rail and road network, being only 5 minutes' drive from the M25 and 20 minutes from Gatwick airport. There is also an excellent rail link from East Grinstead or London to Oxted in just 30 minutes.

Oxted is bursting with cafes, restaurants and bars, fashion and homeware boutiques, gift shops, hair and beauty salons and a leisure centre, theatre and cinema.

The Depot in Hurst Green is where the following teams are based:

- Operational staff who maintain and work on the Council's housing stock and council owned buildings.
- Street cleaning and public toilets.
- Parks and open spaces.



Let's stay connected

You can:

- Visit our website at www.tandridge.gov.uk.
- Sign up for our e-newsletters at www.tandridge.gov.uk/signup.
- Follow us on [Facebook](#), [LinkedIn](#), [Nextdoor](#), [X](#).
- Visit us at the Council Offices, 8 Station Road East, Oxted Surrey RH8 0BT.

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