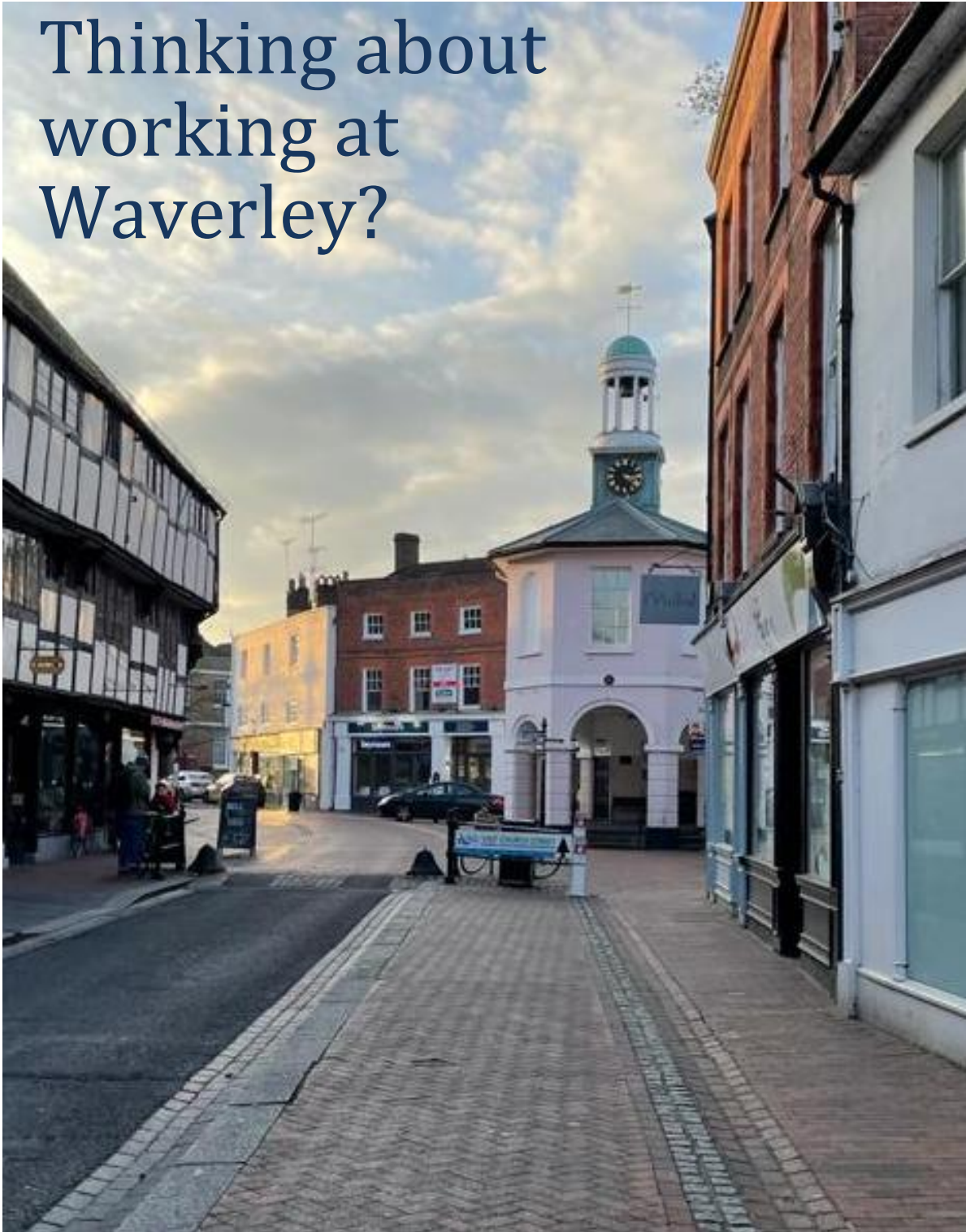


Thinking of working at Waverley photo with a picture of the Pepper Pot in Godalming High Street

Thinking about working at Waverley?



Waverley
BOROUGH COUNCIL

Welcome to Waverley

Thank you for your interest in Waverley Borough Council. This is an exciting time for the council during a period of change as we begin to work closely with Guildford Borough Council sharing opportunities to continue to develop, sustain and improve local services, while taking action to address the climate emergency and manage public finances to provide the best value for money.

Waverley is primarily a rural borough with a population of approximately 123,000. It has plenty of character with lively thriving market towns and a diverse business community, as well as some of the most beautiful green spaces in the Southeast. You can find a lot more about Waverley on our website here: [Home | Waverley Borough Council](#) If you would like to know more about our approach as an employer, and our workforce, please see: [Workforce Profile 2022 \(waverley.gov.uk\)](#)

Waverley Borough Council's main office is situated just off the High Street in Godalming at the Burys, near to the train station and with good links to the A3 and other main routes. We also have other sites around the borough, such as Farnham Memorial Hall. We currently employ around 430 staff who provide a range of services including housing, planning, refuse collection, recycling, environmental services, council tax collection, leisure facilities, playgrounds and parks as well as support for vulnerable people.

Waverley Borough Council has 57 councillors representing local people in 29 wards. For more about our councillors and political representation, see: [Your Council](#)

At Waverley Borough Council, we contribute to local communities and make a difference to those who live and work in Waverley Borough. Working with us means that we invest in you and your career in a fair and flexible working environment.

During these difficult times, we know that benefits are really important to you. We pride ourselves on our care for your wellbeing including your financial resilience. Please see the benefits below for more information. I have also included our current pay rates and our annual leave allowance together with our main terms and conditions.

We are very supportive of flexible and agile working, we provide flexitime, we have generous leave entitlements, including an additional three days off when the office is closed between Christmas and New Year. We also have a range of learning and development services to support your career goals together with a very successful apprenticeship programme taking full advantage of the apprenticeship level to upskill people who work for us.

We are a disability confident employer and signatories to the Armed Forces Covenant and we welcome applications from those who may traditionally be disadvantaged in the workplace.

If you would like an informal discussion relating to the specific role you are applying for, please do contact the manager using the contact information listed in our advertisement.

We look forward to receiving your application in due course,

Sally Kipping

HR Manager

Why work for us?

Culture

We trust and support you to make a difference in the lives of our residents

We believe in building a sustainable and positive workplace environment in which you thrive

We want to know what you think through regular surveys to find out how we can learn and improve

We welcome people from under-represented groups

We are a friendly, open, supportive and welcoming organisation

Career

We want to build your career and watch you grow as a professional

You have access to regular external and in house development opportunities through our learning programme

We have a supportive Performance Management process to help you thrive and an in-house mentoring scheme, secondments and work shadowing opportunities

A dedicated development hub for you to browse

Our offer

Financial Resilience:

Generous Pension Scheme with 17.2% employer contribution
My Staff Shop (discount scheme)
Season Ticket Loans
Car Parking on or near site

Time for yourself:

Flexi working
Agile working
Special Leave
Extended Sick Pay
Generous Annual Leave Allowance
Christmas Closure x 3 days
Buy/sell Annual Leave
Career Breaks

Learning and Development:

Access to a unique Surrey-wide learning programme
Nationally recognised qualifications
In-house IT Training

Other benefits:

Affiliation with UNISON (Public Service Union)
Sports and Social Clubs
Car Sharing
Volunteering Scheme
Electric Pool Cars, caring for environment

Health and Wellbeing:

Employee assistance program
Access to medical support (Good Shape)
50% discount when joining Waverley Leisure Centres
Eye Care Vouchers
Supportive guidance on specific health topics

** NB Not all our benefits are contractual*

Our annual leave

Your annual leave allowance depends on your grade, length of service with us (and appropriate previous service) . It will be confirmed in your contract of employment, and you can check this in our annual leave guide. The minimum leave for a full-time worker is 22 days per annum, increasing after five years continuous local authority service, plus Bank Holidays. Between Christmas and New Year, you receive an additional 3 days of paid leave as the Council offices are closed.

The following tables shows the allowances based on your pay scale – you can find your scale on the top of the job advertisement, and it also is on the role profile. The below is shown in days (for full time workers) and hours (for part time workers). If you work part time, your annual leave is pro-rata.

Table 1. Annual Leave Entitlements

Pay Scales	Entitlement		After 5 Years continuous Local Government Service	
	Days	Hours	Days	Hours
9/10/11/12	22	163	27	200
7/8	24	178	27	200
5/6	26	192	29	215
2/3/4	29	215	32	237
1 and CE	32	237	35	259

If you are applying for a professional planner role (this will be indicated in the job advertisement) then our leave and pay scales are slightly different. Please see below for annual leave for professional planners:

Table 2. Annual Leave Entitlements - Professional Planning Scale

Pay Scales	Entitlement		After 5 Years continuous Local Government Service	
	Days	Hours	Days	Hours
P7	24	178	27	200
P6	24	178	27	200
P5	26	192	29	215
P4	29	215	32	237
P3	29	215	32	237

Our pay scales (2023-2024)

We pay our staff on the 15th of the month, two weeks in arrears and two weeks in advance. If you are successful in your application, we generally offer new starters with us the lower end of the pay scale (subject to negotiation). After you have successfully completed your probation, your salary will be reviewed annually in April each year. It will increase by the appropriate cost of living rise negotiated with our Union, and in accordance with the increments on the pay scale, until the maximum pay point is reached. Your first review will be in the April following the end of the probationary period. You can find which grade your role is (between 1 and 12) on your advertisement which will also show the

lowest and highest figures in the pay scale and your role profile. The pay rates below are for full time officers. If you work part time, your pay is pro-rata.

Table 3: Our pay scales 2023-2024

Payscales WEF 01/04/2023						
	a	b	c	d	Hay Job Units	Leave in Days
Joint Chief Executive	150,000				Spot Salary	32/35
Joint Strategic Director	125,500				Spot salary	32/35
Joint Head of Service	92,500				Spot Salary	32/35
2	71,994	70,165	68,337	66,510	630-769	29/32
3	59,988	58,474	56,963	55,450	540-629	29/32
4	53,050	51,721	50,391	49,060	450-539	29/32
5	46,486	45,330	44,172	43,223	391-449	26/29
6	42,037	40,996	39,956	38,917	331-390	26/29
7	37,444	36,527	35,606	34,689	276-330	24/27
8	32,849	31,928	31,026	30,482	221-275	24/27
9	29,683	28,989	28,296	27,601	171-220	22/27
10	26,512	25,824	25,130	24,437	121-170	22/27
11	23,752	23,223	22,695	22,162	61-120	22/27
12	21,600				BELOW 60	22/27

If you are applying to be an apprentice or graduate trainee, please see the pay information below:

Table 4: Our apprenticeship pay scales 2023-24

APPRENTICES			
	Annual Rate	Weekly Rate	Hourly Rate
Year 1 and 2	£21,600	£415.38	£11.20

If you are applying to be an apprentice or graduate trainee, please see the pay information below:

Table 5: Our National Graduate Scheme pay scales 2023-24

NATIONAL GRADUATE SCHEME	
Year 1	29,826
Year 2	30,719

If you are applying for a role as a professional planner, please see pay scales below:

Table 6: Our Professional Planner pay scales 2023-24

Professional Planner Salary Scales				
Grade	a	b	c	d
P3	62847	60752	58655	56559
P4	53077	51684	50285	48889
P5	48385	47113	45840	44794
P6	41235	39813	38403	37016
P7	34902	33114	31235	29551

Some more detail about the terms, conditions and benefits at Waverley Borough Council

Location: Most roles at Waverley Borough Council are based at The Burys, Godalming. Some roles are based at other Waverley Borough Council properties – please refer to the role profile for full information. Currently 65% of our employees work partly from the office and partly from home, based on the business needs of their Service Area, and we can provide full remote access to our IT network. Talk to your interviewer about your preferred work location whether it is the office, home or a combination of the two.

We are located just by the High Street opposite Waitrose and within 10 minutes' walk of Godalming station. We are also in easy reach of the A3:

Map showing the location of the main offices for Waverley Borough Council and local shops and facilities



Hours: You can also discuss options to work part time or full time but with compressed hours with your interviewer.

Our Agile Working Policy: Our roles are identified as hybrid (offering home and office working), mobile (working across Waverley Borough) or office working. Most of our roles are hybrid and this means that for most roles, people are able to discuss working a home/office working pattern to suit customer and business needs. Discuss this with your interviewer who will be able to tell you more about how that might apply to the role you have applied for.

Flexi Time: Waverley operates a flexible working hours scheme to support your work life balance. The offices are open to the public from 8.45 a.m. to 5.15 p.m. (4.45 p.m. on Fridays) and staff are able to work flexibly, with agreement from their manager, from 7.15 a.m. to 7.00 p.m. If you work extra hours due to high peaks of demand or because your line manager asks you to, you may be able to take up to an additional 13 days of leave per annum subject to the flexi-time policy (which provides full information).

Pension Scheme: We offer a very generous pension scheme. You will automatically be included in the Scheme unless you choose to opt out. Both you and the Council make contributions to the Scheme. Pension contributions will be dependent on your annual salary. Currently, the Council contributes 17.2% of your salary.

Car parking: There is free onsite car parking available on a first come first served basis. There is also a nearby overflow car park. Please note that car parking is not a contractual benefit.

Equal Opportunities: We are a Disability Confident Employer, and we are also a member of the Armed Forces Covenant. We welcome applications from under-represented groups. If you need reasonable adjustments for your interview or you would like a confidential discussion about our Equality approach, please do not hesitate to contact the HR team on hr@waverley.gov.uk or phone the team on (01483) 523388. We offer enhanced sick pay and time off for medical appointments (using flexi time).

Employee Support Programme: A free, confidential 24-hour helpline service is available to assist you in dealing with everyday situations and more serious problems including financial, legal, relationships, drug and alcohol abuse, stress, housing, debt management and any work-related issues.

Please be aware that not all the above information is contractual

If you have any questions about opportunities at Waverley, please do not hesitate to contact the HR team: hr@waverley.gov.uk or (01483) 523388

Waverley Borough Council Thinking about working at Waverley?

Church Street Godalming photograph



Looking forward to meeting you soon