

**VALUATION TRIBUNAL SERVICE**

**Appointment of HR & Training Adviser**

**CONTENTS**

Advertisement (Background to role) Page 3

Job Description Page 4 - 8

Person Specification Page 9

Application Process Page 11

Recruitment Process Page 12

**Annexes**

Annex A - Guidance on Completing the Application Form Page 13 - 14

Annex B – Application Form Page 15 - 26

Annex C – Diversity Monitoring Questionnaire Page 27 - 29

**HR & Training Adviser (Advertisement)**

The Valuation Tribunal Service (VTS) is a statutory, non-departmental public body (NDPB) sponsored by the Department for Levelling Up, Housing and Communities and administers non-domestic rating and council tax appeals. We provide general procedural advice on these matters and support the Valuation Tribunal for England (VTE).

We are now recruiting to a new and exciting HR & Training Adviser role to support the wider HR & Training team.

If successful, you will be expected to get involved in all aspects of HR & Training and any associated activities. You must already have experience of payroll and generalist HR activities. We want you to be instrumental in the development of our new HR & Training system and our learning strategies for staff. You will also be involved in developing training for volunteers engaged via our sister organisation the Valuation Tribunal for England (VTE).

This HR and Training role is very much a generic and flexible one that requires the ability to deal with complex matters. It requires an understanding and appreciation of the agile and important role HR and Training plays within a small public sector organisation and the particular responsibilities associated with such an organisation.

Whilst at the outset your focus will be on providing support to the Head of HR & Training and the Principal HR Adviser in dealing with generic HR issues, you will also be expected to provide an appropriate level of support to the Training Manager in the development of our Learning Management System and in developing the VTS as a learning organisation via both remote and face-to-face learning. We also want to progress our HR and Training information and metrics to support organisational and strategic decision making.

To be successful in your application, you should be able to demonstrate attainment of an appropriate CIPD level 5 qualification (or its equivalent) with associated knowledge and workplace experience. We view this as an important professional role capable of advising managers and colleagues on HR & Training matters and progressing individual cases and projects - although there is also a requirement to be competent in dealing with any elements of HR and Training administration. You will be expected to be a team player capable of constructive debate and discussion with colleagues in our friendly and supportive team and in developing and providing solutions to any challenges that present themselves.

We believe that this job ideally requires a full-time postholder (i.e. 36 hour, 5 day per week role) although consideration may be given to a part-time appointment over 4 or 5 days of the week. Exact hours and pattern to be discussed at interview.The role will be office based at our London Leman Street office although we are currently occupying the office for 3 days per week whilst we review the situation.

We offer a competitive salary ranging from £32,953 to £38,152 (Local Government pay award pending). We also offer membership of the Local Government Pension Scheme and 25 days annual leave (rising to 30 days after five years’ service), plus two employer determined non-statutory days (usually at Christmas/New Year). The leave year starts from 1 April each year (pro-rata for part-time workers).

To obtain an application pack and further information, please contact us by email at HR.admin@valuationtribunal.gov.uk Alternatively access the vacancy and pack from <https://www.valuatontribunal.gov.uk> The closing date for received applications is 23:55 on Sunday 24 July 2022.

**VALUATION TRIBUNAL SERVICE**

**JOB DESCRIPTION**

**POST: HR and Training Adviser**

**REPORTS TO: Head of HR & Training – with dotted line reporting on functional issues/projects to the Principal HR Adviser and the Training Manager (as appropriate)**

**GRADE: SCP 24-30 on London payscale (£32,953 - £38,152). Salary movement dependent upon successful performance in the role. Progress beyond scp 28 (£36,577) is dependent upon having attained full CIPD level 5 qualification.**

**Whilst full-time, this role may be available as a part-time role ideally over 4 or 5 days of the week. Exact hours and pattern to be discussed at interview.**

**RESPONSIBLE FOR: N/A, other than providing guidance to less experienced and administrative members of staff**

**CONTACTS**

*Internally* - All staff within the Valuation Tribunal Service; Chief Executive; VTS Board; Directors; Managers; President; Vice Presidents and Members of Valuation Tribunal for England (VTE). As a small organisation you will have access to everyone.

*Externally* - Occupational Health Providers, LPFA/LPP Pension Administrator, Judicial Pension Scheme, MHCLG (sponsoring department), other government departments and agencies, employment agencies, Consultants, Trade Unions, Health and Safety consultants, outsourced payroll provider, other suppliers – such as HR System supplier.

**Date of latest JD review: new role – June 2022**

**JOB CONTEXT**

* The post holder will provide day-to-day professional and technical support in operational/transactional HR services for the VTS geared towards supporting the delivery of business objectives. The role requires assisting colleagues to provide support to management and in helping to manage the VTS’s employment relationships including the provision of professional and technical support to the training function.
* The postholder will be expected to take on complex and contentious issues and undertake a demanding and complicated workload across HR and as required, in support of Training.

**MAIN RESPONSIBILITIES**

* All duties listed below will be within the context of the knowledge, skills and abilities that can be expected of a fully competent and successful HR & Training Adviser operating generically across all team activities. The postholder will provide the full range of HR and Training activities as exemplified within the sections under “Purpose of the Job”.

**PURPOSE OF JOB**

* Advise managers (and staff) on employment issues to ensure that the employment relationships within the organisation operate as smoothly and effectively as possible. Carry out HR activities to facilitate the VTS providing its main functions and services efficiently through its main resource; its employees.
* Carry out all necessary administration associated with the work of a small, generic HR and Training team in delivering a successful HR and Training service. To include payroll, pensions administration and the provision of HR advice and support to managers and employees.
* Support the Head of HR and Training - and as required, the Principal HR Adviser in the delivery of the full remit of HR and associated services. Provide guidance and support to any other colleagues within the HR & Training Team.
* Duties to include (indicatively not exclusively):
	+ - Recruitment and selection,
		- Talent management, engagement and retention
		- Employee Relations
		- Industrial relations – including collective bargaining
		- Management of change
		- Organisational development and design
		- Reward – including pay strategy, remuneration and benefits.
		- Employee development and engagement
		- Payroll administration and processing and liaison with external contractor
		- Pensions administration and liaison with LGPS/JPS providers
		- HR Policy Development
		- Health & Safety
		- Training development and provision to staff and VTE members including development of Learning Management (and related) systems
		- Employee administration and HR & Training systems administration and development including record keeping.
* Support the Head of HR and Training - and as required, the Training Manager in the delivery of the full remit of training activities and associated services. Provide guidance and support to any other colleagues within the HR & Training Team.

**HR administration and advice**

* Provide effective HR administration and combine this with the provision of advice and guidance on VTS HR policies and procedures in support of VTS employees and managers.
* Administer all aspects the employment relationship for employees (on-payroll workers) of the VTS plus any non-payroll individuals. E.g., liaising with agency workers and their agencies. Liaise with appointed members of the VTS Board as required.
* Advise managers on the employment relationship with employees such as calculating and issuing part-time holiday leave entitlements, advising on leave, supporting performance appraisal/PDR and associated salary assessment processes.
* Deal with exiting of employees from the VTS – including drafting appropriate paperwork such as references, letters acknowledging and accepting resignation, termination letters, exit interviews etc. for sign-off at an appropriate level.

**Pay and reward - including payroll and pensions**

* Undertake and prepare monthly payroll documentation, spreadsheets etc. and liaise with outsourced payroll supplier to ensure the effective payment of all employees and Board members. Assist colleagues in any end-of-year reconciliation exercises.
* Administer internal processes relating to provision of employer provided pensions, including auto-enrolment. Liaise with the Local Government Pension Scheme administrator (the London Pension Fund Authority - LPFA) as appropriate.
* Administer any changes to pay and associated terms and conditions including pay awards.
* Administer and co-ordinate the appraisal and incremental progression schemes and any employee benefit arrangements.

**HR systems and records**

* Input and verify data and interrogate the HR system to provide statistical reports and statistical information. Manipulate and present data using various Microsoft packages such as Excel, Word and PowerPoint.
* Participate in the future development and configuration of the HR & Training system.
* Make recommendations for the enhancement of the system to ease administrative workload and produce quality information and reports. Provide ad-hoc information and statistics as required predominantly using the HR & Training system.
* Maintain computerised (and hard copy where appropriate) filing systems relating to staff and HR.
* Research and collate HR information and provide to *bona fide* third parties such as Cabinet Office, MHCLG, auditors, etc.
* Add value by analysing and interpreting key employee data held across various data sources. Respond to ad-hoc information requests from the Head of HR & Training, Principal HR Adviser, Training Manager and members of executive management within the VTS.
* Produce bespoke and regular reports and test system developments to ensure success for all users and management.

**Recruitment and selection**

* Facilitate and co-ordinate the VTS’s recruitment and appointment activity from the initial decision to recruit to finally on-boarding of individuals(s). Administer and, where appropriate, help to design any tests. Update and design job descriptions, job adverts, offer letters, and generate key paperwork.
* Monitor probationary periods ensuring managers are reminded of the need to complete the necessary paperwork to timescale. Attend (final) assessment meetings as appropriate and advise whether or not appointment is confirmed.

**Employee & Industrial Relations**

* Participate in and support colleagues and managers with disciplinary and other employee relations matters/other casework, including drafting of materials and organising hearings including note taking. Conduct and lead on investigatory meetings as required and advise hearing panels.
* As required, progress a case-load of employee relations issues, case managing the issues to a speedy and satisfactory conclusion.
* Advise hearings and panels from an HR perspective on policy, procedure and employment law.
* Carry out any such interventions and mediations which might be required to minimise or prevent issues between staff members becoming problematic.
* Monitor and report on sickness absence including providing supporting information reports (including those from Occupational Health). Meet with staff and managers, prompting and supporting managers to take action as necessary. Liaise as appropriate with staff absent with illness and with occupational health to try to ensure, wherever possible, swift and effective return to work.

**Management of change**

* Guide staff and management through change management processes and advising and supporting them through periods of change including, as need dictates, termination of employment through redundancy.

**Policy development, monitoring & review**

* Participate in the review of existing policies and procedures and the development of new HR policies and procedures to cater for changes agreed internally or which flow from developments in statute, case-law and best practice.

**Training**

* Develop skills and produce modules and content on the Learning Management System (LMS) and develop expertise in this area working closely with the Training Manager.
* As directed, support the Training Manager and colleagues with expertise in local taxation to facilitate the design of e-learning modules using appropriate systems (e.g., Adapt Builder).
* Assist the Training Manager in uploading e-learning content to the LMS.
* As directed, work with the Training Manager to facilitate the design and implementation of on-line and face-to-face training programmes and courses.
* Assist as required in monitoring performance against training objectives and raising exception reports or concerns to the Training Manager/Head of HR & Training.
* As directed, work with the Training Manager to support the development and training of VTS staff and VTE members.
* Develop skills to provide training in HR issues to staff and managers.
* Participate in other training events and activities as required and as directed from time to time.
* Support Training colleagues in the provision of the training and training admin functions across the VTS and provide appropriate level of training support to employees of the VTS (and the VTE) as required.

**General**

* Take minutes/notes as required at meetings, including joint consultative meetings, Health and Safety committee etc.
* Work closely and collaboratively with colleagues in the HR & Training team and with other VTS colleagues - specifically those within Head Office.
* Promote equality of opportunity, diversity and inclusion in all areas of the job.
* Participate in working groups and project teams as set up from time to time.
* This job description is not exhaustive and is subject to change in accordance with operational needs. The jobholder will need to undertake additional tasks, in keeping with the above, as required by HR colleagues or by senior management.

# PERSON SPECIFICATION

**Post: HR & Training Adviser**

**Responsible to: Head of HR & Training**

All criteria are Essential (E) and minimum - unless otherwise stated as Desirable (D).

|  |  |
| --- | --- |
| Education | * Good general standard of education; indicatively this will be evidenced by GCSE Mathematics and English Language (Grade C) or equivalent. (E).
* A degree level education (or equivalent) is the indicative level of education required to carry out the role effectively (E).
 |
| Qualifications | * Ideally level 5 CIPD or above (or equivalent) coupled with relevant and appropriate practical work experience. (E).
 |
| Experience | * Experience of working in an office environment. Commitment and interest in HR and Training and people management issues is essential. (E).
* Experience across a wide range of HR activities including exposure to training. As an indicator we would expect around 3 years’ experience in a busy team(E)
* Experience of using and developing HR and Training systems and writing and producing reports (E)
* Experience of using Learning Managing Systems and designing and adding content (D)
 |
| **Knowledge & understanding** | * Appreciation and ability to understand HR and Training techniques and best practice approaches to employment matters (E).
* Willingness to become familiar and remain up-to-date with key elements of latest employment law – including statute and case-law. (E)
* Business Awareness (E).
* Appreciation of challenges facing the public sector post Covid and understanding of the `more for less’ government philosophy (D).
* Appreciation of public sector service environment and the nuances of working for an arms-length body (E).
* Understanding of payroll processing requirements including payroll checking (E).
* Understanding of training and the various aspects of training that contribute to creating a learning organisation (E)
* Knowledge and understanding of Learning Management Systems (D)
* Knowledge and understanding of both the potential - and use - of HR & Training systems and the development of management metrics/KPIs (E)
* Up-to-date knowledge of key employment law (E)
* Awareness of best practice in HR & Training (E)
* Appreciation of Nolan principles in public sector employment (E)
 |
| **Skills and abilities** | * Excellent written and verbal comprehension and expression (E).
* Ability to work accurately and diligently with numbers (E).
* Confident and experienced user of HR and Training and other databases (E).
* Confident and experienced user of Microsoft Office packages particularly Word (E), Excel (E) and PowerPoint (E). Please note that Word and Excel skills are absolutely essential
* Efficient, organised worker, with good eye for detail (E).
* Excellent interpersonal skills (E).
* Tactful and discreet and aware of need for confidentiality and proportionate adherence to data protection principles (E).
* Able to process a high volume of varied work, remaining focused and productive when under pressure (E).
* Flexible team player supportive of management but who appreciates the challenging context in which the VTS sometimes operates (E).
* Motivated to develop skills on using HR & Training and Learning Managing systems (E)
* Capable of regularly “thinking outside the box” and using personal initiative (E)
 |
| **Commitment and other requirements** | * Practical appreciation of diversity/inclusion/equality of opportunity issues (E).
* Resilient to conflicting and sometimes challenging and varied work demands (E).
* Willing to be flexible and take on new challenges (E).
* Understanding and appreciation of the higher levels of probity and propriety expected of an HR practitioner (E).
* Willing to act selflessly on behalf of the organisation (E).
* Willing to travel, including occasional early/late attendance and overnight stays (E).
 |

**APPLICATION PROCESS**

Guidance on making an application is contained in Annex A. To apply for the post, please complete the form in Annex B.

**Please note we do not accept CVs**. It is therefore very important that you complete all the relevant sections of the application form to describe how you meet the requirements for the job in relation to the Job Description and Person Specification as they will be used to determine who is selected for interview assessment.

Applications should be emailed to HR.Admin@valuationtribunal.gov.uk by **no later than 23:55 on Sunday 24 July 2022**.

**Data protection**

The VTS is a data controller and to comply with the General Data Protection Regulation and the Data Protection Act, will only use the data you provide for the specific purpose of human resources management and will not be further processed in any manner incompatible with that purpose. More information about how we handle your data can be seen in the privacy notice at <https://www.valuationtribunal.gov.uk/privacy/>

**Equal opportunities**

The VTS is an equal opportunity employer: applications are invited from all suitably qualified individuals irrespective of ethnicity, gender, disability, marital status, age, religion or belief, or sexuality. Please complete and return the Diversity Monitoring Questionnaire in Annex C. This will help us to monitor selection decisions to assess whether equality of opportunity is being achieved. The information on the form will be treated as confidential and used for statistical purposes. The form will not be treated as part of your application.

**RECRUITMENT PROCESS**

The recruitment process is in two stages:

**Stage 1**

Application Form (Annex B) – **to be returned by no later than 23:55 on Sunday 24 July 2022**. Applications will be acknowledged.

***PLEASE USE THE WORD VERSION OF THE APPLICATION FORM (ONLY) WHEN YOU SEND IN YOUR APPLICATION. PLEASE ALSO USE THE WORD VERSION OF THE DIVERSITY MONITORING FORM. THIS IS TO AVOID THE NEED TO SEND US BACK OUR OWN MATERIALS SUCH AS JOB DESCRIPTION ETC CONTAINED IN THIS PACK.***

**Stage 2**

Interviews and testing – The VTS sometimes utilises personality and ability tests to try to help ensure we recruit the right candidates. Further details of this will be provided if you are successful in being shortlisted for interview and we go down this route. The assessment process may also involve you making a short presentation, details of which will be provided in due course if you are successfully shortlisted. The interviewing panel will include the Head of HR & Training, and other members of the HR & Training team. It may also involve a senior operational manager. The interview will be conducted face-to-face in 120 Leman Street, London.

The ***indicative*** timetable is as follows -

|  |  |
| --- | --- |
| Closing date of applications: | 23:55 on 24 July 2022 |
| Interview/Assessment Date: | Early August 2022 |
| Second Interview Date (if necessary): | September 2022 (if required) |
| Appointment to commence by: | September – October 2022 (depending on notice period, checks and need for 2nd interview) |

If you have any queries about any aspect of the appointments detailed in this information pack, or if you wish to have an informal discussion, then please e-mail Human Resources on hr.admin@valuationtribunal.gov.uk and provide a telephone number for contact. The VTS respects the privacy of any initial approach or expression of interest in this role, whether formal or informal.

**ANNEX A**

**GUIDANCE NOTES ON COMPLETING YOUR APPLICATION FORM**

# Read the job profile and person specification carefully

Before completing your application form, you should carefully read through all the literature sent to you in the application pack as it will let you know what requirements we want the person to have for that particular job.

Both the Job Description and Person Specification list the key responsibilities, knowledge, skills and abilities and commitment you should possess.

**Prepare a rough draft first**

You can avoid making errors in your application form by writing a rough draft before you complete your final version.

# Personal details – section 1

You should complete fully the personal details in section 1 of the application form.

# Person Specification – section 2

# Your experience, strengths and skills

You need to tell us how you demonstrate the skills, knowledge, experience and commitment set out in the Person Specification. You should consider how you can apply (present and past) experience, strengths and skills to the job. Examples can be drawn from any relevant experience gained from career, home, social leisure, voluntary, interests etc. You should ensure you write clearly and concisely and address how you match the requirements of the headings set out in Section 2.

## Other information – section 3

You have the opportunity to add any further information in Section 3 if you have not covered key issues in Section 2.

# Why are you applying for this job?

In your application you need to state why you are interested in applying for this job in Section 3.

Qualifications

Please list qualifications obtained post-16.

Continuous professional development

Please state what activities you have undertaken in the last five years that have contributed to your continuous professional development.

# Other relevant information – section 4

# Integrity

# You need to complete Section 4 by ticking the appropriate box. If you have answered yes to any question, you should provide details on a separate sheet.

# Declaration & signature – section 5

You need to complete Section 5. If you complete the form and send it by email, you will be asked to sign it at the interview.

# Submitting your application

# You must ensure that your application can be clearly read. If you choose to hand write your application you must use black ink, as the form will be photocopied.

# It is your responsibility to ensure your completed application form arrives before the advertised closing date as late applications will not be considered. You should ideally keep a copy of your completed application for your own reference.

**ANNEX B**

# APPLICATION FORM

All sections of this application form should be completed accurately and returned to the HR Team, by email to HR.Admin@valuationtribunal.gov.uk.

 Please continue on a separate sheet if necessary, for any part of your application.

The closing date for applications is **23.55 on Sunday 24 July 2022**

# SECTION 1 - PERSONAL DETAILS

# Title

# Surname

**First Name(s)**

**Address**

**Telephone numbers:**

**Day**

**Home**

**Mobile**

 **Home e-mail address (if applicable)**

**SECTION 2 - PERSON SPECIFICATION**

Please tell us how you demonstrate the skills set out in the person specification on pages 9 & 10 of this Information/Application Pack. You may wish to use examples from your career, voluntary, community or unpaid work.

**Key Criteria:**

|  |
| --- |
| * **Provide details of your range of experience of dealing successfully with issues whilst working in an HR and Training environment. Include any evidence of how your professional training or knowledge assisted you in doing so.**
 |
| * **Tell us about your prior experience of dealing with payroll and pensions administration.**
 |
| * **Provide an example of a challenging HR issue where your personal interventions have resulted in a successful conclusion.**
* **Identify any experience you have of operating successfully in a training environment**
 |
| * **What is your experience of working speedily to meet regular deadlines which adhere to quality and service standards?**
* **Give examples of where you have developed and used HR & Training systems and other computer programmes to produce information and what successful changes or outcomes did this information lead to?**
 |

|  |
| --- |
| * **What attracts you to this post. Please identify if your preference is for full time or part-time?**
 |

**SECTION 3 - OTHER INFORMATION**

|  |
| --- |
| * **Please give details of essential training you have received or essential continuous professional development you have undertaken in the last 5 years.**

 |

##### Please list any post-16 academic or professional qualifications which you hold

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Subject(s) | Date Obtained | Institution/Awarding Body | Level(e.g. A level, degree) | Pass/Fail & Grade |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Continue on a separate sheet as necessary.**

**Please note it is our policy always to check relevant qualifications**

**Employment History**

***(Please detail any gaps in employment history)***

|  |  |  |  |
| --- | --- | --- | --- |
| Employer – name and address | Dates | Role & key responsibilities | Reason for leaving |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Continue on a separate sheet as required***

**Where did you see the role advertised** ........................................................

**Notice period required by current employer** ........................................................

**Current salary** ........................................................

**SECTION 4 – OTHER RELEVANT INFORMATION**

Any employee could find that matters or incidents, which previously attracted no attention, could become matters of public interest once the person concerned holds such a post.

Please answer the following questions by ticking the appropriate box.

 Have you:

 ***Yes No***

1. been convicted of any offences (other than minor motoring

 offences) which are not spent in accordance with the

 Rehabilitation of Offenders Act 1974 in the UK or abroad;

1. been charged with any offence which is still pending;

 (3) become bankrupt over the past 10 years;

1. been dismissed from any office or employment over the

past 10 years;

 (5) ever been disqualified from either acting as a Company

 Director or in the management of a Company;

(6) ever been a Director, Partner or Manager of a Company

 into liquidation, receivership or administration;

 (7) any other information which you would consider relevant

 to an assessment of your suitability for this post;

 for example business interests or personal relationships,

 which may lead to an allegation of conflict of interest.

Please provide details on a separate sheet, if you answer “yes” to any of the above questions. Please note: a “yes” answer to any of the questions (1) to (7) above will not necessarily disqualify a candidate for this position. Each case will be treated on its merits. However, failure to disclose relevant information may result in the appointment being summarily terminated.

 **SECTION 5 – DECLARATION & SIGNATURE**

 I declare that the information I have provided is true and accurate. I understand that false or misleading statements or deliberate omissions may be regarded as grounds for withdrawal of any offer or, after I have started employment with the VTS, possible dismissal without notice. I agree that the information given on this form may be processed in accordance with the data protection legislation for the purposes of recruitment and selection and any subsequent appointment process.

 Signed:

 Name (in block letters):

 Date:

**APPLICATION FORM CHECKLIST**

*Please use this checklist to ensure you have completed every section and included everything to allow your application to be assessed.*

**Section Completed – please tick**

Personal Detail - section 1 [ ]

*Your basic personal details*

Person Specification - section 2 [ ]

*Your skills, experience and how you meet the job requirements*

Other information - section 3 [ ]

*Anything relevant to your application that you’ve not included*

*under section 2, what attracts you to the role, relevant training/CPD*

*in last 5 years, your qualifications post-16.*

Other relevant information - section 4 [ ]

*Integrity section detailing criminal convictions, solvency etc.*

Declaration and signature – section 5 [ ]

**ANNEX C**

**Diversity Monitoring Questionnaire**

The VTS has a policy of equal opportunity. Everyone who is eligible to join the VTS regardless of ethnicity, religion or belief, gender, marital status, disability, age, or sexuality, will receive equal treatment when applying for jobs.

As an organisation, we want to ensure that working in the VTS is a rewarding opportunity, which promotes the diverse talent that we have. To do this, we need to collect data on the make up of our workforce so that we can check whether our HR policies and systems (such as promotion, pay, access to learning and development, etc.) are operating fairly for all groups of staff. In addition, it will help us develop appropriate diversity and equal opportunities policies.

We would like to reassure you that the information you provide will be treated in the strictest confidence. Data will be held on the VTS’s Human Resource database, to which only a small number of authorised people have access. When the data is used, it will be for anonymous statistical and research purposes only. Data will **not** be used for selection purposes.

We would like to thank you in advance for your co-operation.

###### Post: HR & Training Adviser

**1 Name**

**2. What is your ethnic group?**

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background. *(groups are as recommended by Office for National Statistics from 2011 Census onwards)*

**A White B Mixed or multiple ethnic groups**

**[ ]** English, Welsh, Scottish, Northern Irish **[ ]** White and Black Caribbean

 or British

[ ]  Irish [ ]  White and Black African

[ ]  Gypsy or Irish Traveller [ ]  White and Asian

[ ]  Any other White background – [ ]  Any other Mixed or Multiple

 Please tick and state below: ethnic background - Please tick and state below:

**Annex C continued**

**C Asian or Asian British D Black, African, Caribbean or**

 **Black British**

**[ ]** Indian **[ ]** African

[ ]  Pakistani [ ]  Caribbean

[ ]  Bangladeshi [ ]  Any other Black, African or

 Caribbean background – Please

[ ]  Chinese tick and state below:

[ ]  Any other Asian background –

 Please tick and state below:

**E Other ethnic Group**

**[ ]** Arab

[ ]  Any other ethnic group,

 please tick and state below:

1. **Disability**

The Equality Act 2010 defines disability as ‘a physical or mental impairment that has a substantial and long-term adverse effect on [the person’s] ability to carry out normal day-to-day activities”. Case law has established that the disability could be physical, sensory or mental and must be expected to last at least 12 months.

Do you consider yourself to have a disability? Yes[ ]  No [ ]

If ‘Yes’ please specify nature of disability.

Do you need any special arrangements/facilities Yes[ ]  No [ ]

if you attend an interview?

Please state requirements in box below if you ticked ‘yes’

**4. Gender**

**5. Age (as at last birthday)**

1. **Marital Status**

**Please tick as appropriate**

Single [ ]  Cohabiting [ ]  Civil Partnership [ ]  Married [ ]  Divorced[ ]  Widowed[ ]