

Requirements of Job Holders

General

The job profile sets out the main duties and responsibilities of the post at the date when it was drawn up. These duties and responsibilities will vary from time to time to reflect the changing needs of the organisation, without changing the general character of the post. Such variations are a common occurrence and appropriate training will be provided as necessary, without requiring a modification to the job profile or a re-evaluation of the grade.

Comprehensive Equalities Policy

The post holder must at all times carry out his/her responsibilities with due regard to the Council's Comprehensive Equalities Policy.

Health and Safety

All employees are subject to the Health and Safety at Work etc. Act 1974 and associated legislation. The post holder must adhere to relevant health and safety instructions and take all responsible care not to do anything that might endanger themselves or others; to report to their line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

The post holder will comply with the requirements of the Council's Corporate, Directorate and local Health and Safety Policy Document and Arrangements, which further detail responsibilities.

For post holders who line manage staff:

Ensuring high priority is given to the management of health and safety and that you carry out your legal responsibilities for ensuring that risk assessments are made and action taken; that appropriate information, instructions, training and supervision is made to ensure health and safety at work of those employees for who you are responsible.

Data Accuracy

To be accountable for maintaining data quality through following the agreed data strategy and procedures.

Confidentiality

Employees are expected to maintain the required level of confidentiality in relation to their work.

Conduct

All employees are expected to comply with statutory requirements and the Council's employment policies while carrying out their work and work in line with the standards of behaviour as outlined in the Code of Conduct.

Context in which council jobs are carried out

We want all our staff to have a good experience of working for Gloucestershire County Council and we seek continuous improvement in all that we do. Your contribution to service delivery and your ideas about what can be done better, or more efficiently are vital. So we ask all employees to be open to change and

improvement in carrying out their jobs and to put forward fresh ideas whenever opportunities arise. This will help us to achieve our aims.

Personal development

All post holders are expected to continually develop and will be encouraged to develop skills and capabilities, including participation in projects.

The post holder will be expected to participate on an annual appraisal in accordance with established County Council's policies and procedures and to complete appropriate training and development activities.