

Information Job Pack
Environment &
Transport



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Contents

Environment & Transport **03**

About Hertfordshire
County Council **04**

Our Vision, Commitments,
and Values **05**

General Terms
and Conditions **06**



Environment & Transport

Dear Candidate

Thank you for your interest in joining Hertfordshire County Council. This is a very exciting time to be joining the Council as we deliver our Corporate Plan and focus on sustainability, growth and infrastructure within the County.

The work of Environment & Transport touches the lives of everyone who lives and works in Hertfordshire. This department works closely with partners to deliver services such as waste management, highways and transport and public rights of way, to make Hertfordshire a better place to live, work and travel.

Some of the key statutory roles and responsibilities of Environment & Transport include:

- Management maintenance and development of over 5,000km of the highway network
- Waste disposal for the County
- Promote and support sustainable transport provision and road safety across the county
- Protecting the physical and natural environment of Hertfordshire

We offer a competitive salary and excellent pension, together with a challenging and rewarding role that provides the scope to be innovative and make a significant contribution to the future of Hertfordshire.



Yours sincerely

Mark Kemp

Executive Director of Environment & Transport

About Hertfordshire and Hertfordshire County Council

Hertfordshire is a large County in South-East England whose southern border is just 12 miles from the centre of London.

The County has a population of just under 1.2 million residents. Other counties that surround Hertfordshire are, Buckinghamshire (west), Bedfordshire (north-west), Cambridgeshire (north-east), Essex (east) and London boroughs.

The County is full of contrasts which blend to create a superb quality of life for residents and visitors. Thriving modern towns have developed amongst historic market towns and picturesque villages. The largest town is Watford, situated within the M25 motorway and has a thriving shopping centre and business parks. Other large, historic towns include St Albans, Hitchin and Hertford. Mature “new” towns include Letchworth and Welwyn Garden City.

Hertfordshire has a strong diverse economy with particularly important sectors in pharmaceuticals, space technology, high value engineering, financial services, telecommunications, film, media and creative industries. Employment and skills levels are high with over half of Hertfordshire’s workforce employed in knowledge based industries. Hertfordshire was one of the first places to be approved for a Local Enterprise Partnership (LEP).

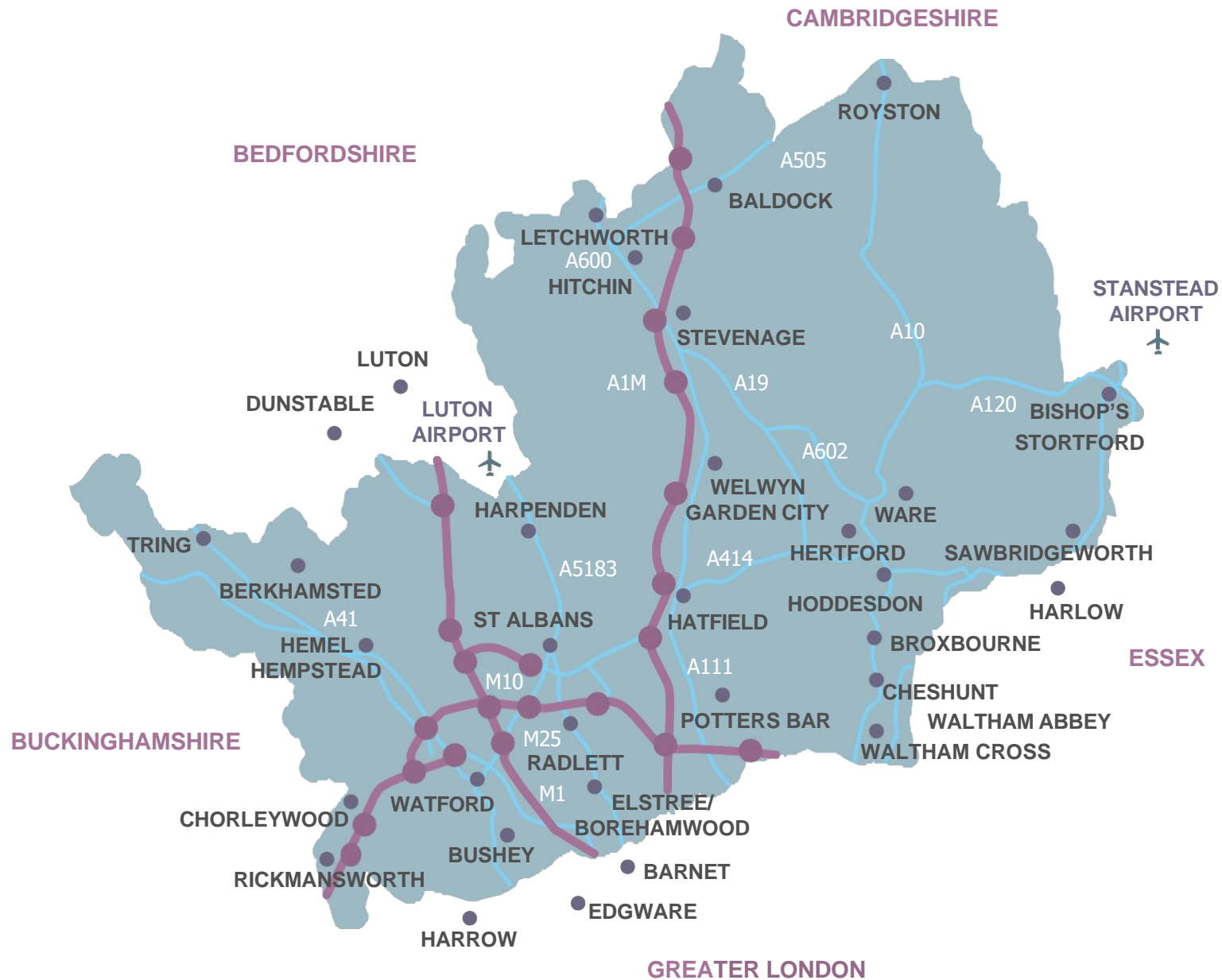
The LEP is now well established and is a respected champion of skills development and continued economic growth with strong business, academia, and Local Government representation, and a clear ambition to be a leading economic centre.

Hertfordshire is well connected nationally and internationally with four national motorways, three neighbouring international airports and two main line rail routes.

Hertfordshire, County of Opportunity

The Council’s Corporate Plan, entitled ‘Hertfordshire - County of Opportunity’ identifies the main ambitions and commitments that will provide the foundations for our activity between now and 2025. The corporate plan sets out our key priorities for the County and how we intend to deliver our vision for Hertfordshire.

About Hertfordshire and Hertfordshire County Council



Our Vision, Commitment and Values



01

We improve Residents lives

We put our residents at the heart of all we do.

02

We work with Integrity

We say what we do, and we do what we say.

03

We act Sustainably

We consider the impact of our actions on future generations.

04

We champion Equality and fairness

We are all equal and treat everyone fairly.

Our values represent what we care for and believe in.

They guide how we approach our work and make decisions and how we act towards each other, residents, partners, and suppliers.

These values underpin our culture and behaviour as an organisation. Where our Corporate Plan and supporting strategies inform what we are trying to achieve, our shared organisational values help to explain how we will work and behave in order to achieve these goals together.



We improve Resident lives

We put our residents at the heart of all we do

This means:

- we deliver services that have positive outcomes for the community
- we strive to empower citizens and communities, who are at the centre of everything we do
- we work with citizens to shape and design the delivery of services to meet their needs
- we actively listen to the people of Hertfordshire, respecting the diversity of communities and acting on their feedback to improve their 'customer journey'.



We work with Integrity

We say what we do, and we do what we say

This means:

- we seek and act on feedback to deliver work to a high standard, prioritising our own work in line with team objectives
- we are self-motivated, manage time effectively and show pride in delivering high quality work
- we demonstrate a positive can-do attitude and flexible approach, actively supporting change and trying different ways of doing things
- we demonstrate an inclusive attitude to all areas of work and colleagues.



We act Sustainably

We consider the impact of our actions on future generations

This means:

- we look for alternative ways of working to make better use of our available resources
- we consider environmental impacts when making decisions
- we utilise resources transparently and equitably to support diversity and inclusion
- we build collaborative networks with others to ensure best use of resources to deliver the best service.



We champion Equality and fairness

We are all equal and treat everyone fairly

This means:

- we foster an environment of inclusiveness, celebrating and recognising difference and promoting dignity and inclusion at work
- we demonstrate a willingness to help others, including colleagues and service users, and develop good working relationships
- we listen to the views and opinions of others and act appropriately
- we work collaboratively with partners, displaying commitment to equality, diversity and inclusion.

We at HCC provide excellent working benefits to our employees.

Benefits of Working for HCC

- Flexible Working Arrangements (depending on your role)
- Excellent Career Development
- Salary Exchange for Additional Benefits
- Excellent Pension Scheme with Employer Contributions
- Shopping Discounts
- Support Groups & Wellbeing Schemes

General Terms and Conditions

Annual Leave Entitlement

Pay Level	Less than five years of continuous service:	On the anniversary of five years continuous service:	On the anniversary of ten years continuous service:
1 to 8	24 days	28 days	29 days
9 & 10	26 days	28 days	29 days
11 to 14	28 days	30 days	31 days
15 & 16	33 days	31 days	32 days
17 to 21	33 days	33 days	33 days

Part time employees are entitled to leave calculated on a pro rata basis.

Career Development

We actively encourage staff to develop their career at HCC. We provide opportunities to progress through your career and provide excellent routes for career progression.



Probationary Period

A twenty-six-week probationary period applies to all employees, regardless of previous local government service, however, a probationary period does not apply to existing HCC employees changing roles. Employment may be terminated at any stage during the probation period in the event of unsatisfactory performance.

Herts Rewards

Working for Hertfordshire entitles you to a large variety of rewards and benefits.

Rewards:

All non-schools employees of Hertfordshire County Council have access to Herts Rewards scheme which can be accessed from any computer or smart phone or via a telephone helpline. Rewards include:

- Access core benefits
- Salary exchange for additional benefits
- Save money with shopping discounts
- Access local offers
- Improve wellbeing

Wellbeing:

We care about our workforce and have a number of wellbeing programmes:

- Employee Assistance Programme
- Physical Health
- Mental Health
- Financial Wellbeing
- Recovery from the Pandemic
- Workplace Health Champions
- Herts Rewards
- Menopause
- Further Resources for Mental Health

Lease Cars

Post holders may be eligible for HCC's Lease Car Scheme if their post requires an average business mileage of more than 2,250 miles.

Post holders will be required to contribute towards the cost of the lease, and no financial alternative is offered to employees who are eligible for a lease car but choose not to opt into the scheme.



Sick Pay

Sick pay entitlement is detailed below. Length of Service is based on Local Government continuous service and not HCC service.

Qualifying Service	Sick Pay Entitlement
During the first 12 months of Local Government service	1 month full pay and 1 month half pay
During the second year of Local Government service	2 months full pay and 2 months half pay
During the third year of Local Government service	3 months full pay and 3 months half pay
During the fourth year of Local Government service	4 months full pay and 4 months half pay
During the fifth year of Local Government service	5 months full pay and 5 months half pay
During and beyond the sixth year of Local Government service	6 months full pay and 6 months half pay



Local Government Pension Scheme Bands - 1 April 2022

The LGPS contribution rates are increased annually on the 1st of April in line with the CPI inflation rate for the previous September.

The table below shows the bandings for the main section of the scheme and the 50/50 section of the scheme. The bands and rates are based on whole time equivalent salary (includes any contractual earnings).

LGPS Contribution Bands table 2021/22			
Band	Actual pensionable pay for an employment	Contribution rate for that employment	
1	Up to £15,000	5.5%	2.75%
2	£15,001 to £23,600	5.8%	2.90%
3	£23,601 to £38,300	6.5%	3.25%
4	£38,301 to £48,500	6.8%	3.40%
5	£48,501 to £67,900	8.5%	4.25%
6	£65,601 to £96,200	9.9%	4.95%
7	£96,201 to £113,400	10.5%	5.25%
8	£113,401 to £170,100	11.40%	5.7%
9	£170,101 or more	12.50%	6.25%

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