



# *Working with us*

## Hinckley & Bosworth Borough Council Career Guide



HINCKLEY & BOSWORTH  
**Employment and  
Skills Taskforce**

Hinckley & Bosworth  
Borough Council



**Apprenticeships**



**Local  
Government  
Association**



**disability  
confident  
EMPLOYER**



**PLEDGE  
WELLBEING  
WORK**



# Working with us



I am delighted to introduce the Hinckley & Bosworth Borough Council career guide. Hinckley & Bosworth Borough Council is full of people who have chosen to work in local government because they want to help others and make a difference to their lives or the environment in which local people live.

Often people don't realise the variety of careers available at the Council and this guide aims to provide an overview of the type of work you could become involved in and the directions your career could go in through working for the council.

The council is full of enthusiastic, passionate and committed officers. If the following pages interest and inspire you, then working for a council, in whatever job you feel is right for you, could be the best decision you make as you leave school.

A handwritten signature in black ink, which reads "Bill Cullen". The signature is fluid and cursive.

*Bill Cullen, Chief Executive*





## New starter feedback:

“My experience has been amazing so far, right from the start HR have been helpful, the team are willing to help and have been very welcoming. Managers are supportive with regular check ins and one to ones”

## What do we do?

Councils are at the heart of the places we live, work, learn, shop, socialise and exercise.

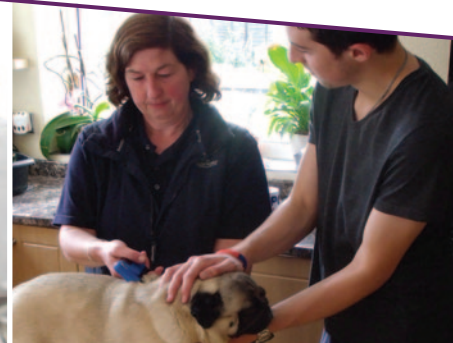
### Your local council:

- ▶ helps people to stay healthy, active and protected from harm
- ▶ creates clean and attractive places to live and work in
- ▶ encourages growth by attracting businesses, improving skills and supporting regeneration and jobs in an area.

## Why work for Hinckley & Bosworth Borough Council?

We can offer a huge range of jobs at all levels, along with excellent opportunities for training and development. Working for the council can provide a great springboard for your future career, wherever it may take you.

We offer a variety of career pathways and entry points, ranging from on-the-job training and development, through to industry-specific qualifications and graduate and apprenticeship routes. These include degree apprenticeships and career grade progression.





## Job opportunities are in a variety of areas including:

- ▶ **Helping customers** - providing benefit payments, service support
- ▶ **Communications, social media and the website**
- ▶ **Technology and ICT** - networks, infrastructure and security support and engineers
- ▶ **Looking after council buildings** - managing and surveying council assets, property, facilities and land
- ▶ **Finance** - accountancy, procurement and invoicing
- ▶ **Human resources** - employment relations, payroll, recruitment and training
- ▶ **Legal** - paralegal, solicitors, civil and criminal litigation, local government law
- ▶ **Community Safety** - responding to anti-social behaviour concerns
- ▶ **Running elections and council meetings** - supporting voters, elected members, the Mayor and committee processes
- ▶ **Cultural services** - events, town centre, sports, arts, tourism, health promotion
- ▶ **Housing** - council homes, repairs and homelessness
- ▶ **Environmental Health** - checking restaurants are clean and the food is safe, dealing with environmental pollution and licences
- ▶ **Green Spaces** - managing our parks, open spaces and burial services
- ▶ **Planning** - producing the Local Plan for the future, determining planning applications and delivering major projects
- ▶ **Waste Management** - recycling and rubbish collection services
- ▶ **Street cleaning, litter picking**

### New starter feedback:

“Since my first day I’ve received proactive support from my colleagues, they have been very helpful and I enjoy the office environment”





## Our location

The main offices are located at Hinckley Hub, Rugby Road, Hinckley which is close to Hinckley Train Station and Hinckley Bus Station.

Other offices and locations include Hinckley Leisure Centre at Argents Mead and the Jubilee Building on the Harrowbrook industrial estate off Coventry Road near the A5.

We encourage our employees to work as flexibly as possible using the workplace that best suits the job they are doing – this could be the office, the employee's own home or a job site depending on the type of work they do.

## Staff Benefits

We offer:

- ▶ Work life balance: with full-time, part-time, hybrid and flexi-time
- ▶ Fair and competitive rates of pay and pension
- ▶ The Local Government Pension Scheme is considered to be one of the best
- ▶ Generous holiday allocation and public holiday

### New starter feedback:

"Hybrid working gives me a work-life balance and improves my wellbeing, it is a great asset to the Council"





## Equal opportunities

Everyone is welcome here. Equality means having the right not to be discriminated against because of who you are or what makes you different from other people.

Hinckley & Bosworth Borough Council are respectful of peoples' differences. We value and welcome diversity and deal quickly and efficiently with discrimination.

We are committed to ensuring transparency, accountability, accessibility and equality across all of our services. This is both as an employer and as a service provider, having successfully attained the achieving level of the Equality Framework for Local Government.

### New starter feedback:

"I liked the comradery, it felt very inclusive, and it was refreshing as a new starter"





## New starter feedback:

"Everyone had good relationships with each other, it seemed very family-like. As an apprentice this was good for me and my learning"

## Where to apply

If you are interested in working for us and want to deliver excellent services to our community, please visit our website for our latest vacancies:

[www.hinckley-bosworth.gov.uk/jobsandcareers](http://www.hinckley-bosworth.gov.uk/jobsandcareers)

## Work experience and apprenticeships

If you are interested in apprenticeships or work experience placement contact the Human Resources team:

[human.resources@hinckley-bosworth.gov.uk](mailto:human.resources@hinckley-bosworth.gov.uk)

Please scan the QR code if you would like to view our apprenticeship case study videos with HBBC employees talking about their experience showing first-hand the success and what it can lead to.



## How to contact us

Hinckley & Bosworth Borough Council  
Hinckley Hub, Rugby Road, Hinckley LE10 0FR

Hinckley & Bosworth  
Borough Council

Telephone: 01455 238141

Email: [human.resources@hinckley-bosworth.gov.uk](mailto:human.resources@hinckley-bosworth.gov.uk)



# Working with us



## Would you like to be on our email list for jobs?

Please scan the QR code here or visit:

[www.hinckley-bosworth.gov.uk/jobsmailinglist](http://www.hinckley-bosworth.gov.uk/jobsmailinglist)

To view our current vacancies scan this QR code or visit:

[www.hinckley-bosworth.gov.uk/jobsandcareers](http://www.hinckley-bosworth.gov.uk/jobsandcareers)



## Other useful web links:

DWP Find a Job website - <https://www.gov.uk/find-a-job>

National careers service - <https://nationalcareers.service.gov.uk/>

National apprenticeship website - <https://www.gov.uk/apply-apprenticeship>

LGJobs - <https://www.lgjobs.com/>

Jobsgopublic - <https://www.jobsgopublic.com/>

East Midlands Jobs - <https://www.eastmidlandsjobs.org.uk/>

West Midlands Jobs - <https://www.wmjobs.co.uk/>

LLEP Skills Priorities - <https://llep.org.uk/skills/>

LLEP Information and Resources for young people -

<https://llep.org.uk/skills/information-resources-for-young-people/>

