



# Candidate Information Pack

**Spatial Analysis Co-ordinator - SEO level analyst Pay band 5.**

**Geographic Information Branch**

*Location:* Eland House, London

*Starting salary:* £33,922.00

*Closing date:* 17 October 2008

## ***Background***

The Department of Communities and Local Government has a strong focus on Place. We want to create thriving, sustainable, vibrant communities that improve everyone's quality of life. To do this we need to understand what is happening at particular places, what factors influence success and how location impacts upon them. Geographic analysis and presentation can help us understand this.

**Geography, Statistics and Evidence** Division sits within the Analytical Services Directorate of the Department. It specialises in the provision of information, its analysis and the tools necessary to support other analysts within the Department. Work with both analysts and policy developers' ranges over the full range of issues covered by the Department.

The Geographic Information Branch, a team of 4, is responsible for the development, management and use of Geographic Information (GI). GI is used across the Department primarily by analysts, whom this branch supports.

The purpose of this post is to extend the Department's capabilities on two fronts. Traditional spatial analysis is embedded with our analysts but we wish to extend into quantitative techniques such as spatial statistics and spatial modelling. The second area we wish to strengthen is online publishing of geographic information. This is already well developed, but we want to go further, to explore the potential of emerging web techniques to sharing place related knowledge.

This post would particularly suit those with some experience of quantitative spatial analysis techniques, who have a strong technical background, particularly in Web 2.0 techniques. There will be opportunities in post to further develop skills in these areas.

**Work involves:**

- Hands on spatial analysis within a variety of projects working closely with other analysts.
- Improving the understanding of what quantitative spatial analysis can provide through development and presentation of use cases.
- An opportunity to set out the Department's approach to online publishing of geographic information.
- Support to team leader on strategy for use of spatial information by the Department

**Essential criteria**

- An appropriate qualification at post graduate level that included spatial analytical techniques. The extent to which this qualification incorporated spatial analytical theory and practise must be set out in the application. Alternatively a minimum of 1 year's experience in the application of such techniques.
- Experience of implementing web based solutions for sharing geographic information.
- Strong communication, presentation and team working skills. In particular, an ability to convey coherently and simply the results and assumptions of spatial analysis and presentation.
- Strong leadership skills to push forward these developments and to sell the benefits to others.

**Desirable criteria**

- Experience of using ESRI's GIS analytical and server products.
- Familiar with spatial data management principles and experience of using Relational Database Management systems through SQL, ideally Microsoft SQL Server.
- Familiarity with geographic web standards including JavaScript, web mapping interfaces and those promoted by the Open Geospatial Consortium.

- Project Management experience. If a formal qualification is not held then experience of delivering projects.
- Familiarity with the objectives of Communities and Local Government

**Applicants should provide a short CV (maximum 4 pages), plus responses to the following questions.**

1) What qualification and at what level do you have that includes spatial analytical techniques?

2) What experience have you had and for how long that involved the use of spatial analytical techniques?

*If you do not possess an appropriate qualification this question is particularly important. It is your opportunity to make the case for your experience being equivalent to a formal qualification. Responses should set out what analysis was undertaken, why and what techniques were used?*

3) Give 1 example of how each of the following could contribute to Communities and Local Government priorities:

- Quantitative spatial analysis
- Web publishing of place related information

4) Explain what experience you have of implementing Web 2.0 techniques.

5) What qualification or experience do you have in relation to managing work?

## **Pay**

External candidates will be expected to start on the pay band minimum £33,922.00. More may be available for an exceptional candidate.

For civil servants the usual rules will apply to salaries on promotion or level transfer.

## **Open to**

The post is open to candidates both within the Civil Service and external candidates who meet the criteria for the post.

This post is advertised on level transfer or promotion to existing civil servants. If you are already a civil servant special rules will apply to your starting salary, annual leave, pension and probation.

The post is full time but the Department welcomes applications from people

wishing to work flexibly, including those willing to job share. Opportunities for secondment for between 12 - 18 months are also welcome.

For further information contact Jonathan Rhind, 020 7944 2956 or e-mail [Jonathan.Rhind@communities.gsi.gov.uk](mailto:Jonathan.Rhind@communities.gsi.gov.uk)

### **Recruitment & selection process**

**NB for civil servants:** You are strongly advised to seek agreement of release from your line manager before submitting your application.

Applications **must** include the following:

- Your current CV (maximum of 4 pages), detailing your qualifications, skills and experience.
- Response to the application questions
- The applicant details form completed

Please post 4 copies of all application materials to:

Mira Mepa  
Communities and Local Government, HR Recruitment  
Eland House  
9/K10  
Bressenden Place  
London  
SW1E 5DU

**Please ensure you include full contact details in your application, including home, work and mobile telephone numbers. Please also indicate your current salary and your salary expectations for this role.**

Please also complete the Equal Opportunity Monitoring form and Guaranteed Interview Scheme Declaration form, as appropriate, as indicated on the response instructions. These forms can be found as an annex to this document.

All monitoring data will be treated in the strictest confidence and will not affect your application in any way.

Before we can confirm the appointment of the successful candidate we will need to undertake background security checks. We will need to confirm your identity, employment history over the past three years (or confirmation if you were in education), nationality and immigration status, and criminal record (unspent convictions only).

Please also indicate where/how you found out about this opportunity.

The deadline for applications is 17<sup>th</sup> October 2008. All applications will be acknowledged.

## **NATIONALITY**

To be eligible for employment you will need to be either a UK national, or a national of another European Economic Area Member State, or a Commonwealth citizen and have the right to work in the UK. Swiss nationals are also eligible. In addition, if you have dual nationality you will be eligible as long as one of the nationalities meets the requirements. If you have any doubts about whether you satisfy the educational or nationality requirements please contact Mira Mepa on 0207 944 6743.

## **HOURS**

Staff in London work a 5 day week of 36 hours excluding lunch breaks. A flexible working hours scheme is available to staff. Applications will be considered from those people who would like to work on a part time basis.

## **ANNUAL LEAVE**

You will have an annual leave allowance of 30 days on joining, plus 10 ½ public and privilege holidays. The annual leave allowance for part-time workers will be allocated on a pro-rata basis.

## **PENSION**

The **Nuvos** pension scheme is a defined benefit occupational pension scheme that currently has a 3.5% member contribution rate. Your employer will make contributions varying between 17.1% and 25.5%, depending on your annual salary. You may choose instead to join the Partnership pension account, which is a stakeholder arrangement with a choice from four providers. Full information will be provided if you are selected for this post.

## **PROBATION**

You will be on probation for one year. This will not apply to successful candidates who are already established Civil Servants who have successfully completed a probationary period of one year.

## **CIVIL SERVANTS**

If you are already a civil servant, special rules will apply to the starting salary, annual leave, pension and probation.

## **TRAINING AND DEVELOPMENT**

Training and development are very important to Communities and Local Government. You will work in partnership with your Line Manager to develop your

competences and manage your career. We have a proactive learning and development team at hand to advise and support staff.

## **OTHER BENEFITS**

- Interest-free season ticket loans (after 3 months of service).
- Sports and social organisations.

## **SELECTION**

The selection stage consists of sifting your supporting statement and CV against the essential criteria in the job description. The highest scoring candidates will be invited to attend an interview.

## **PRE-EMPLOYMENT ENQUIRIES**

If you are successful, enquiries will be carried out into your nationality, health and other issues, to ensure that you are qualified for appointment. When the enquiries are completed satisfactorily, it will be for Communities and Local Government to make you a formal offer of employment.

## **EQUAL OPPORTUNITIES POLICY**

Communities and Local Government is an equal opportunities employer. Applications are welcomed from suitably qualified individuals irrespective of their race, gender, gender identity, disability, age, sexual orientation, religion, marital status or preferred flexible working patterns.

The Department aims to ensure that applicants are treated solely on the basis of their merits, abilities and potential.

We would be most grateful if you would complete and return the Diversity Monitoring Questionnaire. Under the Data Protection Act, the diversity data provided on completed application forms will only be used for the specific purposes of Human Resources Management. Collection of this data is also vital in ensuring that we comply with statutory duties to monitor applications in respect of race, gender and disability.

## **DATA PROTECTION ACT**

Under the Data Protection Act, the data provided on completed application forms will only be used for the specific purposes of Human Resources Management and will not be further processed in any manner incompatible with that purpose.

## **CANDIDATES WITH DISABILITIES**

Communities and Local Government are using the guaranteed interview scheme to help widen employment opportunities for disabled people. Applicants with disabilities who meet the published essential criteria as stated in this advertisement, the Civil Service nationality requirement and submit a completed '**Guaranteed Interview Scheme**' form will be guaranteed an interview.

## **TRAVEL EXPENSES**

We will not re-imburse travel expenses for the interviews.

## **SELECTION TIMETABLE**

All applications will be acknowledged. Applicants with the most appropriate combination of qualifications and experience. Those selected will be asked to attend an interview week commencing 27 October 2008. Precise timings will be made available nearer the time.

The Panel will ensure the selection for this appointment is made on merit on the basis of fair and open competition.

All candidates are asked to make themselves aware of the Civil Service Code (see Addendum), which sets out the constitutional framework in which all civil servants work and the values they are expected to uphold, and to hear and determine appeals made under it.



### **Civil Service values**

1. The Civil Service is an integral and key part of the government of the United Kingdom<sup>1</sup>. It supports the Government of the day in developing and implementing its policies, and in delivering public services. Civil servants are accountable to Ministers, who in turn are accountable to Parliament<sup>2</sup>.

2. As a civil servant, you are appointed on merit on the basis of fair and open competition and are expected to carry out your role with dedication and a commitment to the Civil Service and its core values: integrity, honesty, objectivity and impartiality. In this Code:

- 'integrity' is putting the obligations of public service above your own personal interests;
- 'honesty' is being truthful and open;
- 'objectivity' is basing your advice and decisions on rigorous analysis of the evidence;
- 'impartiality' is acting solely according to the merits of the case and serving equally well Governments of different political persuasions.

3. These core values support good government and ensure the achievement of the highest possible standards in all that the Civil Service does. This in turn helps the Civil Service to gain and retain the respect of Ministers, Parliament, the public and its customers.

4. This Code<sup>3</sup> sets out the standards of behaviour expected of you and all other civil servants. These are based on the core values. Individual departments may also have their own separate mission and values statements based on the core values, including the standards of behaviour expected of you when you deal with your colleagues.

### **Standards of behaviour**

#### ***Integrity***

5. You must:

- fulfil your duties and obligations responsibly;
- always act in a way that is professional<sup>4</sup> and that deserves and retains the confidence of all those with whom you have dealings;
- make sure public money and other resources are used properly and efficiently;
- deal with the public and their affairs fairly, efficiently, promptly, effectively and sensitively, to the best of your ability;
- handle information as openly as possible within the legal framework; and
- comply with the law and uphold the administration of justice.

6. You must not:

- misuse your official position, for example by using information acquired in the course of your official duties to further your private interests or those of others;
- accept gifts or hospitality or receive other benefits from anyone which might reasonably be seen to compromise your personal judgement or integrity; or
- disclose official information without authority. This duty continues to apply after you leave the Civil Service.

### ***Honesty***

7. You must:

- set out the facts and relevant issues truthfully, and correct any errors as soon as possible; and
- use resources only for the authorised public purposes for which they are provided.

8. You must not:

- deceive or knowingly mislead Ministers, Parliament or others; or
- be influenced by improper pressures from others or the prospect of personal gain.

### ***Objectivity***

9. You must:

- provide information and advice, including advice to Ministers, on the basis of the evidence, and accurately present the options and facts;
- take decisions on the merits of the case; and
- take due account of expert and professional advice.

10. You must not:

- ignore inconvenient facts or relevant considerations when providing advice or making decisions; or
- frustrate the implementation of policies once decisions are taken by declining to take, or abstaining from, action which flows from those decisions.

### ***Impartiality***

11. You must:

- carry out your responsibilities in a way that is fair, just and equitable and reflects the Civil Service commitment to equality and diversity.

12. You must not:

- act in a way that unjustifiably favours or discriminates against particular individuals or interests.

### ***Political Impartiality***

13. You must:

- serve the Government, whatever its political persuasion, to the best of your ability in a way which maintains political impartiality and is in line with the requirements of this Code, no matter what your own political beliefs are;
- act in a way which deserves and retains the confidence of Ministers, while at the same time ensuring that you will be able to establish the same relationship with those whom you may be required to serve in some future Government; and
- comply with any restrictions that have been laid down on your political activities.

14. You must not:

- act in a way that is determined by party political considerations, or use official resources for party political purposes; or
- allow your personal political views to determine any advice you give or your actions.

### **Rights and responsibilities**

15. Your department or agency has a duty to make you aware of this Code and its values. If you believe that you are being required to act in a way which conflicts with this Code, your department or agency must consider your concern, and make sure that you are not penalised for raising it.

16. If you have a concern, you should start by talking to your line manager or someone else in your line management chain. If for any reason you would find this difficult, you should raise the matter with your department's nominated officers who have been appointed to advise staff on the Code.

17. If you become aware of actions by others which you believe conflict with this Code you should report this to your line manager or someone else in your line management chain; alternatively you may wish to seek advice from your nominated officer. You should report evidence of criminal or unlawful activity to the police or other appropriate authorities.

18. If you have raised a matter covered in paragraphs 15 to 17, in accordance with the relevant procedures<sup>5</sup>, and do not receive what you consider to be a reasonable response, you may report the matter to the Civil Service Commissioners<sup>6</sup>. The Commissioners will also consider taking a complaint direct.

Their address is:

3rd Floor, 35 Great Smith Street, London SW1P 3BQ.

Tel: 020 7276 2613

email: [ocsc@civilservicecommissioners.gov.uk](mailto:ocsc@civilservicecommissioners.gov.uk)

If the matter cannot be resolved using the procedures set out above, and you feel you cannot carry out the instructions you have been given, you will have to resign from the Civil Service.

19. This Code is part of the contractual relationship between you and your employer. It sets out the high standards of behaviour expected of you which follow from your position in public and national life as a civil servant. You can take pride in living up to these values.

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<sup>1</sup> This Code applies to all Home civil servants. Those working in the Scottish Executive and the National Assembly for Wales, and their Agencies, have their own versions of the Code. Similar Codes apply to the Northern Ireland Civil Service and the Diplomatic Service.

<sup>2</sup> Constitutionally, civil servants are servants of the Crown. The Crown's executive powers are exercised by the Government.

<sup>3</sup> The respective responsibilities placed on Ministers and special advisers in relation to the Civil Service are set out in their Codes of Conduct: [www.cabinetoffice.gov.uk/propriety\\_and\\_ethics](http://www.cabinetoffice.gov.uk/propriety_and_ethics).

<sup>4</sup> Including taking account of ethical standards governing particular professions.

<sup>5</sup> The whistleblowing legislation (the Public Interest Disclosure Act 1998) may also apply in some circumstances. The Directory of Civil Service Guidance gives more information: [www.cabinetoffice.gov.uk/propriety\\_and\\_ethics](http://www.cabinetoffice.gov.uk/propriety_and_ethics).

<sup>6</sup> The Civil Service Commissioners' Appeals leaflet gives more information: [www.civilservicecommissioners.gov.uk](http://www.civilservicecommissioners.gov.uk). This Code does not cover HR management issues.

|                                  |
|----------------------------------|
| <b>Diversity Monitoring Form</b> |
|----------------------------------|

Equality and Diversity in Communities and Local Government

CLG is committed to valuing diversity and equality of opportunity for our workforce. To create a working environment in which these objectives are fully met, it is essential that we monitor our recruitment and selection procedures. Therefore, we would like you to complete the attached questionnaire.

**Purpose and Benefits**

We need to find out whether our policy is working in practice and ensure there is no discrimination in the way that we appoint and promote staff. The purpose of monitoring is to identify trends that indicate problems, so that we can remedy them. In so doing, the Department can adapt and amend procedures to provide a fairer and more effective posting system for all staff.

**What happens to the information I supply?**

- Any information provided is treated in **strict confidence** and will not affect your application in any way.
- The data will be used to produce statistical reports. These comprise a series of anonymous figures, by which we can monitor the applicant numbers and performance within different groups.
- Only those monitoring job advertising and staff movement will have access to the data. The information collated will be used entirely anonymously, but names are included on forms to enable cross-checking between the forms and the paperwork to be undertaken by the Recruitment Team.
- Staff involved in sifting and interviewing for the post will **not** see your questionnaire.
- The information collated will not lead to a quota system nor be used against any particular group.

**Helping us to help you**

Your co-operation is central to building a workplace in which we all thrive; please help us to improve equal opportunities. We strongly encourage **all** applicants to complete and return the attached questionnaire to:

Recruitment Team, Communities and Local Government, Zone 9/K10 Eland House,  
Bressenden Place London SW1E 5DU.

This survey has the full support of the Commission for Equalities and Human Rights and is being carried out in conjunction with the Council of Civil Service Unions. All of the descriptions used on this questionnaire are either taken from the 2001 census form or from good practice guidance from such groups as Stonewall and the Council of Civil Service Unions.

We thank you in advance for your co-operation.

|                           |  |
|---------------------------|--|
| <b>Name of Applicant:</b> |  |
| <b>Post Applied For:</b>  |  |

It is important that you provide your name on this form so that we are able to analyse diversity details in respect of those who apply, are invited for interview, and are subsequently offered the posts. This information will not be shared with anyone involved in the sifting or interview process, and is purely for monitoring purposes.

| <b>1. Age</b> |  |     |  |
|---------------|--|-----|--|
| Date of Birth |  | Age |  |

Which groups do you most identify with? Please tick ✓ only **ONE** box in each of the sections below.

| <b>2. Gender</b> |  |                         |  |
|------------------|--|-------------------------|--|
| Female           |  | Male                    |  |
|                  |  | Do not wish to disclose |  |

| <b>3. Disability</b>   |  |                         |  |
|--|--|-------------------------|--|
| The Disability Discrimination Act defines a person as disabled if "they have a physical or mental impairment, which has a substantial and long term (has lasted, or is expected to last, for at least 12 months) adverse effect on their ability to carry out normal day to day activities". |  |                         |  |
| Taking this into account, do you consider yourself to be a disabled person?  |  |                         |  |
| No   |  | Yes                     |  |
|  |  | Do not wish to disclose |  |
| If answering <b>Yes</b> , please state the nature of your disability:  |  |                         |  |
|  |  |                         |  |

| <b>4. Ethnic Origin</b>       |  |                               |  |
|-------------------------------|--|-------------------------------|--|
| <b>Asian or British Asian</b> |  | <b>Black or Black British</b> |  |
| Bangladeshi                   |  | Black African                 |  |
| Indian                        |  | Black Caribbean               |  |
| Pakistani                     |  | Black Other*                  |  |
| Asian Other *                 |  |                               |  |
| <b>Mixed</b>                  |  | <b>White</b>                  |  |
| White and Asian               |  | British                       |  |
| White and Black African       |  | Irish                         |  |
| White and Black Caribbean     |  | Irish Traveller               |  |

|                                  |  |                           |  |
|----------------------------------|--|---------------------------|--|
| Mixed Other*                     |  | White Other*              |  |
| <b>Chinese</b>                   |  | <b>Other Ethnic Group</b> |  |
| Chinese                          |  | Gypsy                     |  |
|                                  |  | Other Ethnic Group*       |  |
| *Any Other: Please Specify below |  | Do not wish to disclose   |  |
|                                  |  |                           |  |

|                              |  |         |  |
|------------------------------|--|---------|--|
| <b>5. Sexual Orientation</b> |  |         |  |
| Bisexual                     |  | Gay man |  |
| Heterosexual                 |  | Lesbian |  |
| Do not wish to disclose      |  |         |  |

|                                  |  |                         |  |
|----------------------------------|--|-------------------------|--|
| <b>6. Religion and Belief</b>    |  |                         |  |
| Buddhist                         |  | Sikh                    |  |
| Christian (all denominations)    |  | Hindu                   |  |
| Jewish                           |  | Other:*                 |  |
| Muslim                           |  | No Religion:            |  |
| *Any other, please specify below |  | Do not wish to disclose |  |
|                                  |  |                         |  |

|  |  |           |  |
|--|--|-----------|--|
| <b>7. Flexible working</b>   |  |           |  |
| What is your preferred working pattern (please tick all that apply)? |  |           |  |
| Full time  |  | Part time |  |
| Compressed hours   |  |           |  |
| Annualised hours   |  |           |  |
| Job share/job split  |  |           |  |

**Thank you for completing this form. The information it contains will be treated in the strictest confidence.**

Please return the completed form to:

**Recruitment Team**  
 Zone 9/K10  
 Eland House  
 Bressenden Place  
 London  
 SW1E 5DU

## **Guaranteed Interview Scheme Declaration**

### **Application for a guaranteed interview for people with disabilities**

COMMUNITIES AND LOCAL GOVERNMENT ACTIVELY ENCOURAGES APPLICATIONS FROM PEOPLE WITH DISABILITIES. WE ARE USING THE GUARANTEED INTERVIEW SCHEME TO HELP WIDEN EMPLOYMENT OPPORTUNITIES FOR DISABLED PEOPLE.

The term 'disability' applies to people with a disability which substantially disadvantages them in obtaining or keeping employment, which, apart from that disability, would normally be suited to their experience and qualifications.

If you believe this applies to you, please state the type of disability you have:

*We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people. If any of the options below would be of some help to you, please tell us by circling the appropriate options. Also let us know if there are other items you think you may need to complete the forms, and participate in an interview/selection tests.*

Induction loop  
Sign language interpreter (type)  
Keyboard or other facility for written test  
Speech facilitator  
Car parking arrangements and any added assistance  
Wheelchair access  
Accessible toilet facilities  
Any other assistance

Applicants with disabilities who have any queries about specific needs should contact James Allen-Perry on 020 7944 2642. If you have equipment of your own or an interpreter of your choice available for the interview, please provide details.  
*Any false declaration of disability to obtain an interview may invalidate the contract of employment/posting.*

Name:

Date:

Signature: