



Aberdeen City Council Equality, Diversity, Inclusion and Recruitment



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Section 1 - Message from the CEO

At Aberdeen City Council we are proud to be an equal opportunity employer where we are committed to welcoming and treating everyone fairly.

As an equal opportunity employer, we recognise the benefits that a diverse workforce with different values, beliefs, experience, and backgrounds brings. Therefore, I absolutely encourage and support equality of opportunity in our organisation where everybody is able to be their true selves and thrive.

As an organisation, we have our legal obligations for equality but what we do goes beyond that, understanding that diversity and inclusion for all is something that is, simply, the right thing to do.

I am very proud of what we have achieved to date and, at the same time, I am confident that we continue to take strides towards improvement to identify and reduce areas of inequality and to ensure that all of our employees feel valued, included and able to do and be their best.

I hope that this pack provides you with the information you might need as you begin your journey to employment with the Council. We welcome your application and I actively encourage you to ask for support or adjustment from us where you need it so that you can show us your best self. We want the strongest talent for our organisation, and that talent could very well be you!

Angela Scott
Chief Executive



Section 2 – Recruitment and Selection Process Defined

Advertising – all of our vacancies are advertised on www.myjobscotland.gov.uk and with a clear closing date. The advert has information about the vacancy, including the job profile, location, weekly contracted hours, contractual status (ie whether it is fixed term or permanent) and the salary or rate for the job.

Applying for a job – you can apply for vacancies through the above website via an online application form. Please note you will be required to have a myjobscotland account to apply. Once you have submitted your personal details, for example name, address, work history, qualifications etc, these will be stored in your account for any future applications.

Shortlisting – once the closing date has passed, the recruiting managers will review your application against the job profile and undertake a shortlisting exercise to identify the applicants they wish to take through to the next stage of the selection process. You will always be notified by email whether your application has been successful or not. Please ensure you check your junk mail.

please see section 5 for information about our guaranteed interview schemes

Selection Process – this is the part of the process where shortlisted candidates are interviewed. Depending on the role there may also be another form of assessment such as a written exercise, presentation or other practical assessment.

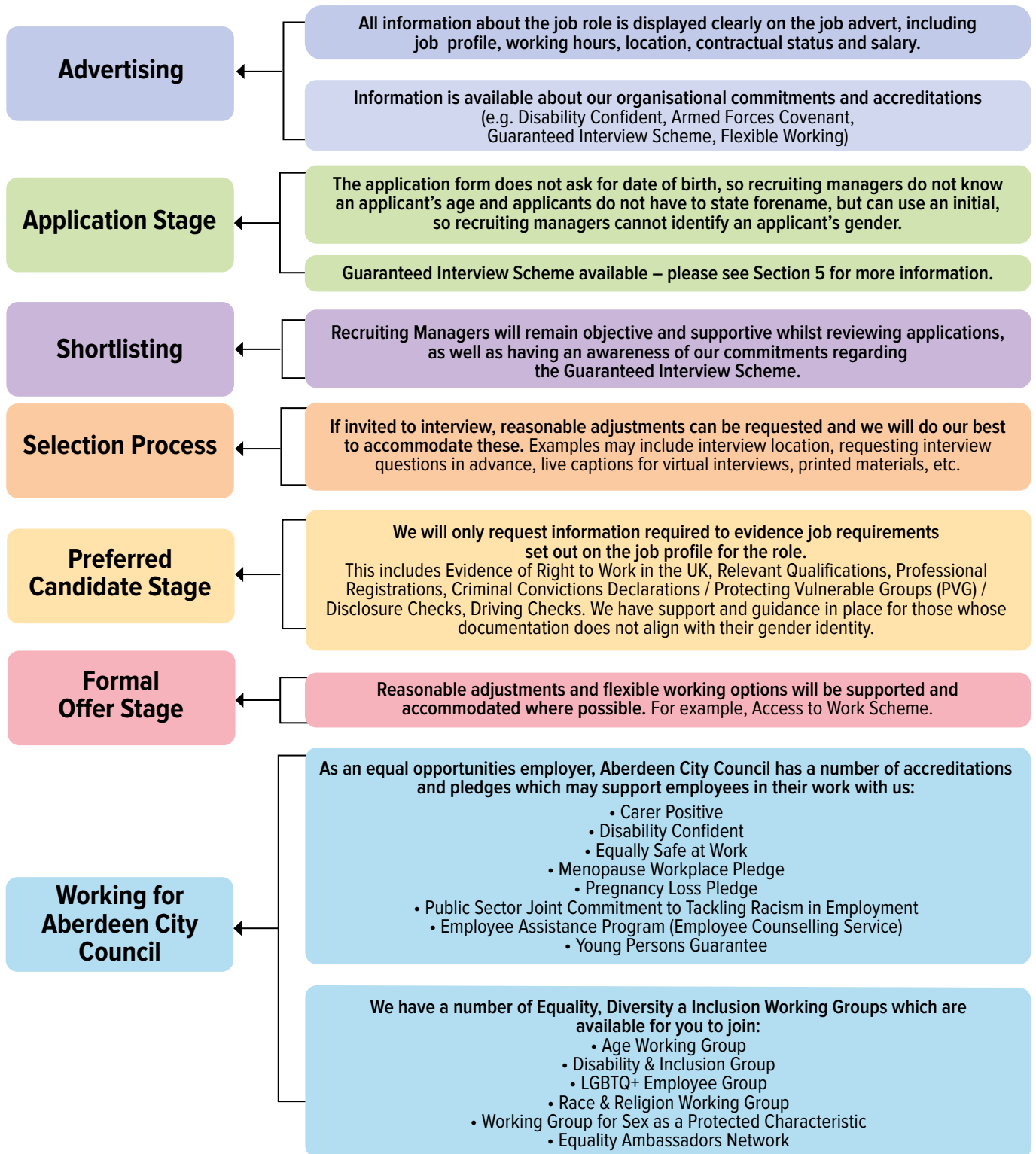
If you require any alternative support to attend and undertake your interview, please notify AskHR@aberdeencity.gov.uk prior to your interview.

Preferred Candidate Stage – after the selection process, the panel will decide on their 'preferred candidate'. All successful and unsuccessful candidates will be notified by email.

Please note that this is not yet a formal offer of employment. This stage of the process is where we undertake what is known as 'pre-employment checks'. This includes right to work in the UK, qualifications, references if required, Protection of Vulnerable Groups (PVG) checks if required.

Formal Offer Stage – once all pre-employment checks have been completed successfully, you will be contacted by the recruiting manager so that they can formally offer you the role and agree a start date. At this stage you will be sent your contract of employment for reviewing, signing and returning.

Recruitment Process Flowchart



Section 3 – Our Commitments, Accreditations and Pledges

As an organisation, we have signed up to various commitments, accreditations and pledges. These ensure that we are committed to advancing equality, diversity and inclusion as an employer and give us frameworks and benchmarks to assess ourselves against as we continuously strive for improvement. You can learn more about some of these below:

Carer Positive – acknowledges Aberdeen City Council as a positive employer for those with caring responsibilities.

Disability Confident – acknowledges Aberdeen City Council as a positive employer for disabled people.

Equally Safe at Work – acknowledges Aberdeen City Council as a safe and supportive workplace for women.

Young Person's Guarantee Employer – acknowledges that Aberdeen City Council has committed to the Young Person's Guarantee 'asks' in supporting young people into and during employment.

Menopause Workplace Pledge – acknowledges that Aberdeen City Council commits to supporting employees through menopause.

Pregnancy Loss Pledge – acknowledges that Aberdeen City Council is a supportive employer for those who experience pregnancy loss.

Public Sector Joint Commitment to Tackling Racism in Employment – acknowledges Aberdeen City Council as committed to tackling racism in employment practice.

Section 4 – What You Can Expect When Working Here

Equality Outcomes

As an employer, we set Equality Outcomes every four years as part of our Public Sector Equality Duty. Currently, our Equality Outcomes are:

1. Improve the diversity of our workforce and address any areas of under-representation, ensuring that there are equal opportunities for all protected groups (with consideration for both internal employees and external applicants), with a particular and prioritised focus on Age, Disability, Race and Sex
2. Ensure that all of our employees who have protected characteristics feel fully valued, safe and included at work, with a particular and prioritised focus on Age, Disability, Gender Reassignment, Race, Sex and Sexual orientation.

Equality, Diversity and Inclusion Action Plan

In order to meet these outcomes, we have created an equality, diversity and inclusion action plan which established 5 key working groups across the organisation which seek to ensure that our diverse workforce has a voice and a platform to initiate change and improvement. These working groups are:

- ◆ Age Working Group
- ◆ Disability and Inclusion Group
- ◆ LGBTQ+ Employee Group
- ◆ Race and Religion Working Group (known as RED - Race Equality and Diversity)
- ◆ Working Group for Sex as a Protected Characteristic

All employees have access to these working groups and may participate in them.

Brief Description of Each Group

Disability and Inclusion Group

We are a small group of employees with an interest in disability equality. We meet monthly to discuss matters related to disability and inclusion, feeding into corporate policy and documents, ensuring disability equality is at the heart. We regularly promote disabilities to raise awareness and share stories and create and attend events. Working with internal contacts and partners to share knowledge and learning.



Age Group

Our employee group focuses on developing our young workforce through supporting schools, apprenticeship programmes, internships and work experience. We also have a Young Employee Network which enables younger employees to have their voice heard and to raise any issues, as well as to contribute ideas and co-design improvements. Our other focus is supporting the older workforce and care experienced young people.

LGBTQ+ Group

Our employee group is interested in LGBTQ+ equality. We meet regularly to focus on learning and culture, recruitment and selection and raising awareness of the LGBTQ+ community so that all employees feel valued, respected and included within the workplace. We also attend regional events in collaboration with other partner organisations, including Grampian Pride.



Race and Religion Group

Our group are supportive of Racial and Religious Equality. We meet on a regular basis to review recruitment and selection processes and learning and cultural improvements. We also raise awareness of national and local events to promote Racial and Religious Equality

Sex Group

We are a small group of employees with an interest in sex equality within the workplace. We meet regularly to discuss matters related to sex equality and inclusion, feeding into corporate policy and documents, gathering data that shows under representation and equal pay matters. We participate in initiatives such as our Aspiring Leaders Programme and our Equally Safe at Work Bronze accreditation. We also promote sex equality to raise awareness including promoting International Women's Day.

Equality Ambassadors Network

Since 2018, the organisation has had an Equality Ambassadors Network (EAN), with the goal of realising and developing equality for all staff. The aims of the network are:

- ◆ To work towards creating and supporting a workplace culture in which staff are able to participate and fulfil their potential in an environment where they are valued and respected.
- ◆ To act as contacts on equality and diversity issues by signposting and sharing relevant equalities information with colleagues.
- ◆ To provide a forum for discussion, debate and peer support on equalities (via meetings, virtual means, email) and to share their views, experiences and concerns in a safe and supportive space.
- ◆ To help increase awareness of, become involved in and organise equality and diversity events and activities.
- ◆ To make suggestions on equality and diversity policy and practice and promote good practice.
- ◆ The Equality Ambassadors Network is an employee led group who regularly communicate and use a Microsoft Teams Channel to share learning, ask questions and organise and promote talks, events and discussions about equality, diversity and inclusion topics. The EAN is intersectional in its approach, which means that all protected characteristics under the Equality Act 2010 are discussed: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

At June 2023, there are 84 employees who form this network from across the organisation. The Equality Ambassadors Network is open to all employees to join and contribute to.

[Diversity and Equality Policy](#)

[Equal Pay Policy](#)

[Disability Guidance](#)

[Access to Work Guide for Employees](#)

[Supporting Carers in the Workplace Guidance](#)

[Adoption Guidance](#)

[Family Friendly Policy](#)

[Maternity Guidance](#)

[Paternity Guidance](#)

[Shared Parental Leave Guidance \(Teachers\)](#)

[Shared Parental Leave Guidance](#)

[Transgender Equality – Transitioning in the Workplace Frequently Asked Questions](#)

[Gender Based Violence Guidance](#)

[Menopause in the Workplace](#)

[Supporting Neurodiversity in the workplace](#)

[Retirement Policy](#)

[Family Leave Teaching SNCT](#)

Latest Information and Data

The latest update from our Equality Outcomes, Action Plan and Working Groups can be found as well our [Employee Data](#).

Section 5 – Provisions and Frequently Asked Questions

Guaranteed Interview Schemes

At Aberdeen City Council, we have a number of guaranteed interview schemes that may be applicable to you. If you meet the minimum essential criteria for a role based on the job profile, and the guaranteed interview scheme applies, you will be invited to interview.

Our application form sets out if guaranteed interview schemes are applicable, these are as follows:

- ◆ People who consider themselves to have a disability (this applies to all vacancies)
- ◆ New Scots (refugees) aged 16-24 (this applies to all apprenticeships)
- ◆ Those who have completed a foundation apprenticeship with ACC (this applies to all apprenticeships)
- ◆ Young people aged 16-24 resident in Aberdeen or who attended an ACC school (this applies to only non-trade apprenticeships)
- ◆ Care-experienced young people up to the age of 29 (this applies to all vacancies)

For further information on the Guaranteed Interview Scheme, please click on the attached link [Guaranteed Interview Scheme | Aberdeen City Council | myjobscotland](#)

Asking for reasonable adjustments and support for the selection process

If you are shortlisted for interview for a job you have applied for you will receive an email confirming this, along with an invitation to attend a selection process. The email will explain the detail of the selection process.

Our recruiting managers are trained to ensure that selection processes are appropriate for the role and are designed in an inclusive way.

If you have identified a need for a particular adjustment to the selection process or a barrier to participation in the selection process, you can contact the recruiting manager directly to raise this if you feel comfortable to do so.

Alternatively, you may wish to contact our recruitment team more confidentially to advise of this. You can do so by emailing AskHR@aberdeencity.gov.uk. Please ensure that you provide the **job title of the vacancy** that you are applying for as well as the **ABC reference number**. The HR Service Centre will then seek advice and guidance on your behalf and can do so without identifying you. You can do this at any point of the process, including at application stage. The more notice we have of any specific requirements, the more likely we are to be able to make adjustments during the selection process.

Examples of reasonable adjustments a candidate may request:

- ◆ Suitable alternative location to undertake an in-person interview (e.g. accessibility requirements, appropriate lighting).
- ◆ Live captioning can be used during virtual interviews, including avoiding any distracting / blurring Microsoft Teams Backgrounds.
- ◆ Requesting a quiet space before the interview.

- ◆ Requesting the interview questions in advance. Can be provided 30 minutes before the start of the interview.
- ◆ Adjusting the time of day of the interview.
- ◆ Bringing in your own technology or equipment.

On the day, tell us if...

- ◆ There is anything in the environment that is distracting or might be causing sensory issues;
- ◆ You do not understand a question or a particular word or phrase;
- ◆ You need something repeated or said more slowly or clearly;
- ◆ You need to pause or take a break, such as to use the bathroom or to manage any sensory issues;
- ◆ You would like live captions added to virtual interviews or meetings;
- ◆ You would rather not shake hands with the selection panel (they will not take offence);
- ◆ The selection panel use incorrect pronouns for you or you would prefer an alternative name.

I am trans or transitioning, who do I tell?

Firstly, you do not need to advise the recruiting manager for the role. You may wish to do so and that is your choice, but you are not obliged to do this.

Recruiting managers will ask to see your right to work documentation as it is a legal requirement of all employers.

We understand however, that you may not wish to share this with the recruiting manager if it includes a previous name or if it does not align with your gender identity.

Instead, you can advise the manager that you will provide this at a later date to the HR Service Centre.

While we still require to evidence your right to work in the UK, we have processes in place to ensure maximum confidentiality. Firstly, we ask that you contact:

Julie Esson, Operational Lead – HR Service Centre, juesson@aberdeencity.gov.uk

Please outline the **job title of the vacancy** that you are successful for as well as then **ABC reference number**. They will assign a colleague from our HR Service Centre to work with you on a one-to-one basis to ensure you have a point of contact and that we have the necessary Right to Work documentation for employment purposes. This point of contact will also ensure that all of your pre-employment documentation is stored confidentially away from other candidate information to minimise access to this information.

Once your employment checks have been completed, your documentation will be edited or destroyed accordingly so that nothing identifies you as trans or transitioning within your employee file.

We have guidance and support available to you once in employment through our specific guidance on Trans Equality and Transitioning in the Workplace.

I have applied for a job at Aberdeen City Council and I am expecting a child

Congratulations! Please be assured that this plays no role in the outcome of the selection process for our vacancies.

Our recruiting managers make decisions based on objective assessment as to who the best candidate for any role, in accordance with the requirements of the role as set out in the job profile for the role. You are under no obligation to advise the recruiting manager about expecting a child.

We have a number of entitlements depending on your length of service. Please refer to the Policies, Procedures and Guidance section for further information.

I have applied for a job at Aberdeen City Council and I have a long-term health condition or disability

Please note that some of our roles require health screening, particularly roles that are physical in nature. You will receive a form to complete as part of our preferred candidate process if this is a requirement for the role. We ask for your honesty when completing this form. Our occupational health provider will make a determination based on the information you provide about your suitability for the role. This may require them to get in touch with you by phone or face-to-face.

If you have any concern about your ability to undertake any of our roles, or if you are worried about how a role may impact you and your health, please ask the recruiting manager or contact AskHR at AskHR@aberdeencity.gov.uk. The HR Service Centre will then seek advice on your behalf and can do so without identifying you.

If you are employed by Aberdeen City Council, you will have access to our occupational health service as well as to our counselling and wellbeing services.

Sick Pay Entitlements

Should a health condition have an impact on your attendance at work, our occupational sick pay entitlements, dependent on your length of service, is set out opposite:

Non-Teaching Employees

Length of Service	Full Allowance For	Half Allowance For
Less than 26 weeks	Nil	Nil
26 weeks or more but less than 1 year	5 weeks	5 weeks
1 year but less than 2 years	9 weeks	9 weeks
2 years but less than 3 years	18 weeks	18 weeks
3 years but less than 5 years	22 weeks	22 weeks
5 years and over	26 weeks	26 weeks

Teaching Employees

Less than 18 weeks	Nil	Nil
18 weeks or more but less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years and over	6 months	6 months

We have Supporting Attendance and Supporting Performance policies and guidance for managers which are designed with an emphasis on supporting our employees as much as possible to remain in employment. This may include personal development plans, support plans and reasonable adjustments.

Building Accessibility

Employees with a long-term health condition or disability will get a personal evacuation plan, where required, to ensure that they are safe in the workplace.

The majority of Aberdeen City Council buildings have accessible bathrooms and lifts. There are a small number of our buildings which have certain access restrictions given their age and these include:

- ◆ Kittybrewster Depot and Fleet Workshop – not wheelchair accessible
- ◆ Bucksburn Depot – not wheelchair accessible
- ◆ West Tullos Road Depot – main office accessible by stairs. Adjustments required for office downstairs
- ◆ Provost Skene House – not wheelchair accessible
- ◆ Tolbooth Museum – not wheelchair accessible
- ◆ Crombie Road, Torry – certain locations within the building are not wheelchair accessible
- ◆ Maritime Museum – certain locations within the building are not wheelchair accessible
- ◆ Town House Archives – certain locations within the building are not wheelchair accessible
- ◆ Old Aberdeen House Archives – certain locations within the building are not wheelchair accessible
- ◆ Beach Ballroom – the Star Ballroom is not wheelchair accessible
- ◆ Kittybrewster Primary School – not wheelchair accessible

I have applied for a job at Aberdeen City Council and I need reasonable adjustments to the role, what happens?

We endeavour to make reasonable adjustments to our roles as required, wherever possible. We will take advice from our occupational health provider as well as from external subject matter experts such as Grampian Regional Equality Council, Autism Understanding Scotland and North-East Sensory Services to make sure that any adjustments are meaningful and supportive. We also encourage the use of [Access to Work](#).

The most important thing is to advise the recruiting manager of any reasonable adjustments you might need in order to undertake the role. This would be done at preferred candidate stage.

Prior to this, if you want to know what reasonable adjustments are possible for any of our roles, or if you are worried about how a role may impact on you and your health, you can ask the recruiting manager or contact AskHR@aberdeencity.gov.uk. The HR Service Centre will then seek advice on your behalf and can do so without identifying you.

I have applied for a job at Aberdeen City Council and I have other needs that I would like to raise (e.g. religious requirements)

Most of our roles offer flexibility and adaptability so that they have as few barriers as possible. Some roles, particularly those that have set schedules may need to be explored further. The most important thing is that we know what your needs are in the first instance, and discuss this with the recruiting manager about what you might need, at preferred candidate stage.

Prior to this, if you want to know if the role you are applying for can meet your needs, you can ask the recruiting manager or contact AskHR at AskHR@aberdeencity.gov.uk.

The HR Service Centre will then seek advice on your behalf and can do so without identifying you.

I am not a UK citizen, can I apply for a vacancy with Aberdeen City Council?

Yes. Please note, however, that all of our roles require the right to live and work in the UK. This can include student visas. All applicants will be required to provide evidence of the right to live and work in the UK.

Section 6 – Examples Of What We Do

Actions completed, changes made, case studies, success stories

At Aberdeen City Council, we endeavour to run lots of activities and initiatives to make us as inclusive as we possibly can be. Some examples of actions we have taken recently are set out below:

- ◆ Date of birth removed from application forms to prevent any assumptions about an applicant's age
- ◆ Introduced live captions for virtual interviews so that more people can actively and positively participate in them
- ◆ Increased Neurodiversity Awareness by running several internal campaigns for staff
- ◆ Promoted and supported national and local events including Grampian Pride, UK Black History Month and International Women's Day, Year of the Disabled Worker, Mela Festival and local Careers Fairs for young people, disabled people and New Scots / Refugees.
- ◆ Reviewed and updated Equality, Diversity and Inclusion Training – including Recruitment and Selection Training for Recruiting Managers

- ◆ Introduced an internal staff award for diversity and inclusion
- ◆ Developed a range of working groups across the organisation as well as with partner organisations across Aberdeen City and the North-East of Scotland, aiming to collectively improve equality, diversity and inclusion.



In addition to our work as an employer, Aberdeen City Council as an organisation undertakes work to improve equality, diversity and inclusion for our citizens, service users and visitors. Some activity includes:

- ◆ We adopted the accessibility toolbar called 'Recite Me' that enables information and content to be accessible for diverse users.



- ◆ We welcome the use of BSL and Gaelic in our city and in our workplace and continue to make these languages at the heart of our operations
- ◆ We work with community groups by participating and supporting events like the Holocaust Memorial Day, Aberdeen Mela, Grampian Pride and more
- ◆ We have co-created an Equalities Participation Network and use this as a platform to consult and engage with communities and organisations about our Equality Outcomes for the city as a service provider
- ◆ We continue to work with communities and empower them through participation and resources

- ◆ The Disability Equity Partnership was developed and chaired by community members, supported by elected members and officers and works to ensure that the needs of people with disabilities are being considered in activities and proposals made by the council
- ◆ Achieving accreditations in schools for inclusion, such as LGBT Charters;
- ◆ Providing various additional support and outreach programmes through schools and education establishments;
- ◆ Creating and running inclusive exhibitions and events in our Museums and Galleries such as 'Reframing the Collection' which aimed to decolonise collections and recognition the history of slavery in the city;

And much, much more!



Section 7 – Employee Journeys



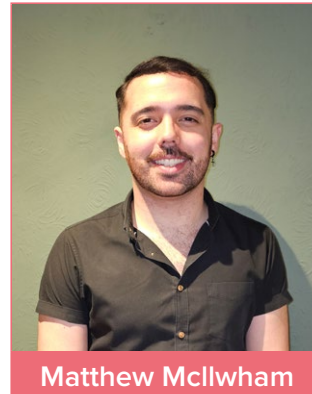
I joined Aberdeen City Council as an Executive Assistant (EA) just before graduating with a Masters in Public Administration. Within months of joining, I was involved in projects, delivery of programmes, performance management and activities around staff engagement and communication.

I love the flexibility and support I gained from key enablers in the organisation and through training, appraisals and mentoring, I have been encouraged to find my own path which has seen me grow from Executive Assistant to being the pioneer Empty Homes Officer (EHO) tasked with setting up the city's first ever Empty Homes service.

My time as EA gave me the opportunity to sit in different management meetings and build stronger skills in communication and stakeholder engagement whilst my time as EHO gave me the opportunity to communicate, discuss and target subjects on a national scale.

The flexibility and support given in my jobs at the Council also gave me room to be heavily involved in setting up a staff online magazine and be a part of our Race, Equality & Diversity Group where we have organised interesting activities around

International Women's Day and Black History Month.



Working within Aberdeen City Council has made me feel connected and valued as an employee and individual. I started with Aberdeen City Council coming up for 2 years ago and this has proven invaluable in my corporate development.

My first role was within the customer feedback team dealing with our elected members after a career in retail and hospitality. Coming fresh into a corporate environment was severely daunting, however, I was welcomed with open arms from the minute I stepped in the door.

Within my first month in the role, I attended a corporate induction where I was directed to various resources, including training courses and contacts. With the support of my line manager, we discussed my training needs and development opportunities to create a plan over the next 6 months.

The continual support that I received was outstanding. Despite receiving on the job training on a daily basis, time was regularly allocated for me to attend training courses, meet with colleagues within Aberdeen City Council and utilise materials already available. Each of these have done wonders for my professional aptitude.

Society's understanding of the LGBT+ community is constantly developing and tolerance has seen some fluctuation across the political landscape as a whole. However, Aberdeen City Council has made space to allow queer voices to be heard.

Working within and alongside the Equality, Diversity and Inclusion working groups I have been able to contribute towards the installation and progression of these groups that meet on a monthly basis to discuss and implement actions to address issues within the working environment.

Within the last year I also had the opportunity to work alongside a development officer to establish a British Sign Language online course to promote BSL within the workforce and enhance our collective understanding of the barriers that hearing impaired colleagues face.

The project took place over a number of weeks and is available for all colleagues to enrol. I am so grateful for my time within Aberdeen City Council. There is always space to develop and I have achieved so much beyond what I expected within my job role. I am excited to see what further opportunities await me.

Section 8 – Additional Employability Support

ABZWorks – ABZWorks is Aberdeen City Council’s employability service which offers a broad range of support to help eligible city residents move towards and into work. ABZWorks provides one-to-one employability keyworker support, help to develop your job application, CV and interview skills, and access to a range of training opportunities.

Contact 01224 346100 or email abzworks@aberdeencity.gov.uk or their website ABZWorks



Community Learning –

[Find your local Library](#)

[Learning Opportunities](#)

[eLearning Resources](#)

[Jobs, careers and employability support from Aberdeen City Libraries](#)