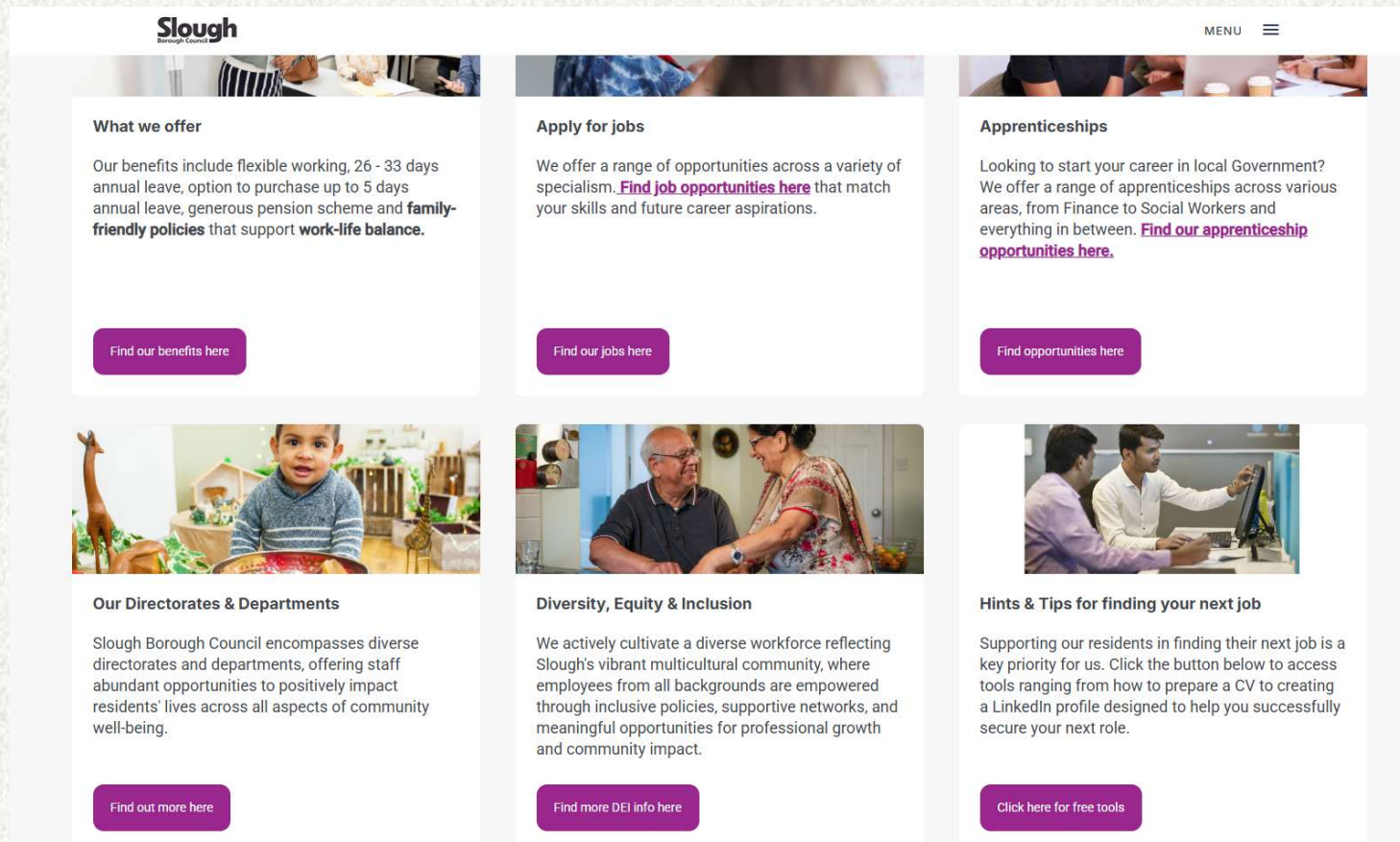




**FORWARD TOGETHER**

## Appendix 1: Updates to Recruitment and L&D

# SBC recruitment webpages updates



# Enhancing the recruitment process with key skills/domains

## SBC's 8 core domains

### **1. Seeing the Bigger Picture**

Understanding how your work connects to SBC's business goals and improves life for Slough residents

### **2. Delivering Excellence**

Providing high-quality services that meet public expectations while ensuring value for money

### **3. Living Our Values**

Living SBC's values in everything you do to build resident trust and business success

### **4. Driving Innovation**

Finding better ways to make SBC more effective and efficient

### **5. Leadership**

Inspiring others to deliver great results for residents and achieve SBC's business objectives

### **6. Building Capability**

Developing skills to help SBC succeed as an organisation




### **7. Communicating & Influencing**

Conveys information to others in a clear, honest and enthusiastic way in order to build trust.

### **8. Working Together**

Collaborating across teams and with partners to deliver for SBC's success

# Introducing the Career Framework

	Seeing the Bigger Picture	Managing a Quality Service	Displays the Values	Changing and Improving	Leadership	Learning and Growth	Communicating and Influencing	Working Together
	Induction, Mandatory training, EDI training							
6 months 	<ul style="list-style-type: none"> <li>Engages in relevant e Learning to widen knowledge.</li> <li>Actively participates in job shadowing and responds to feedback effectively.</li> </ul>	<ul style="list-style-type: none"> <li>Computer skills training – (basic IT training relating to CSM systems) – Via Cornerstone.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Mandatory Induction</li> <li>Completion of Mandatory Modules:               <ul style="list-style-type: none"> <li>Equality in the Workplace</li> <li>Information Security including GDPR</li> <li>Introduction to Health and Safety</li> <li>Joint Safeguarding Awareness</li> <li>Prevent</li> <li>Whistleblowing with Confidence</li> </ul> </li> <li>Agresso Training (requesting annual leave etc)</li> </ul>	<ul style="list-style-type: none"> <li>Reflection of probation with line manager – identifying skills gaps and further training needed.</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly personal effectiveness workshop – led by L&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>Learning from achievements</li> <li>Complete learning styles quiz to understand learning preferences (VARK)</li> </ul>	<ul style="list-style-type: none"> <li>Communication workshop – led by L&amp;D</li> </ul>	<ul style="list-style-type: none"> <li>Regularly participates in team meetings and shares knowledge</li> </ul>
12 months 	<ul style="list-style-type: none"> <li>Cornerstone training – completing 1:1 &amp; Appraisal objectives</li> <li>Functional Skills &amp; IT proficiency (Astro Allies)</li> </ul>	<ul style="list-style-type: none"> <li>Frontline workshop – led by Environment &amp; Highway services &amp; Customer services</li> </ul>	<ul style="list-style-type: none"> <li>Staff Survey working group for their area; coming together with others to embed actions</li> </ul>	<ul style="list-style-type: none"> <li>Job rotation/ shadowing - Depending on role and opportunity within team (could be started earlier with line manager approval)</li> </ul>	<ul style="list-style-type: none"> <li>LGIU Understanding strategic thinking course</li> <li>Begin working towards role specific qualification: 1<sup>st</sup> stage of an accreditation eg associate CIPD</li> </ul>	<ul style="list-style-type: none"> <li>Frontline workshop – led by Customer services (include listening to example calls).</li> </ul>	<ul style="list-style-type: none"> <li>Complete Influencing Action Plan</li> </ul>	<ul style="list-style-type: none"> <li>HR policy training</li> <li>Be a Buddy for new starters</li> <li>Support with arranging Directorate away day (or other events).</li> <li>Actively participate in workplace events and activities.</li> </ul>
18 months 	<ul style="list-style-type: none"> <li>Seeks out social learning to widen knowledge in areas of interest for career progression.</li> </ul>	<ul style="list-style-type: none"> <li>Prioritise attending 2 “Talkabouts” per year.</li> </ul>	<ul style="list-style-type: none"> <li>Annual review of Mandatory Training</li> </ul>	<ul style="list-style-type: none"> <li>Complete 360 feedback and create development plan based on findings</li> </ul>	<ul style="list-style-type: none"> <li>Take on projects to gain experience – e.g. writing papers, leading projects etc.</li> </ul>	<ul style="list-style-type: none"> <li>Apprenticeship opportunities (could be started earlier with line manager discussion)</li> <li>Secondment &amp; acting up opportunities (if vacant position available)</li> </ul>	<ul style="list-style-type: none"> <li>LGIU Chairing skills for staff and managers</li> </ul>	<ul style="list-style-type: none"> <li>Mentor new team members</li> <li>Embraces peer learning, through collaboration and other social learning opportunities.</li> </ul>