

Waverley

BOROUGH COUNCIL

Join our team at
Guildford & Waverley



Welcome from the Chief Executive

Thank you for your interest in joining Waverley and Guildford Borough Councils. This is an incredibly exciting time to join us, as we work to bring the services of both councils closer together under a single management team.

Guildford and Waverley have a great deal in common and are natural partners in so many ways. By working closely as a team, we can make the most of our collective resources, work more efficiently, and improve services for our residents.



We are a local authority that focuses on the local. Everything we do is for the benefit of our residents, and putting people at the heart of our work is critical to our future success.

As Chief Executive, I am committed to fostering a culture of collaboration, growth, and inclusivity, where every member of staff feels valued, empowered and inspired to do their best. I am fortunate that both councils are full of wonderful people, whose warmth, passion and dedication help to make Guildford and Waverley such fantastic places to live, work and do business. Together, we have what it takes to make a huge, positive difference in our local communities.

In this recruitment pack you will find lots of information about the exciting opportunities that await you here at Waverley. Whether you're an experienced professional seeking new challenges or a recent graduate eager to make your mark, there's a place for you within our team.

I look forward to receiving your application for this important role.

Warm regards,

Pedro Wrobel

Chief Executive of Guildford and Waverley Borough Councils



➤ Guildford and Waverley ◀

The boroughs of Guildford and Waverley in Surrey are rich in history, with vibrant economies and stunning natural landscapes. They are also hugely diverse areas, with prosperous communities alongside others needing more support.

Guildford is the county town for Surrey. Its dynamic local economy is home to many businesses at the forefront of cutting-edge technologies, making it a significant contributor to the regional and UK economy. Waverley is home to the towns of Farnham, Godalming, Haslemere and Cranleigh, each brimming with independent shops and restaurants, as well as a host of charming rural villages, all with their own unique character and appeal.

The boroughs are renowned centres for heritage, culture and sport. With the University of Surrey and the University of the Creative Arts, the boroughs boast world-class learning. Within easy reach of London, the south coast, and three airports, they also make an ideal home for enterprise. Southwest Surrey area offers a fantastic quality of life that attracts entrepreneurs, families and nature lovers alike and is well served by excellent schools, healthcare and local facilities.

➡ About the Council ◀

At Waverley Borough Council, we contribute to local communities and make a difference to those who live and work in Waverley Borough. Working with us means that we invest in you and your career in a fair and flexible working environment.

We are an ambitious organisation with clearly defined priorities. All our work stems from the aim to deliver local, open and interactive government, create a strong and resilient local economy, and to protect our environment by taking effective action to tackle the Climate Emergency. We believe in delivering good quality housing for people of all incomes, effective strategic planning to meet the needs of our communities, and delivering projects that improve the health and wellbeing of our residents.

Our main office at The Burys is situated just off the High

Street in the charming town of Godalming. The train station is just a short walk away and our offices benefit from good links to the A3 and other main routes.

We currently employ around 430 staff who provide a range of services including housing, planning, refuse collection, recycling, environmental services, council tax collection, leisure facilities, playgrounds and parks as well as support for vulnerable people.

Waverley Borough Council has 50 councillors representing local people in 24 wards.



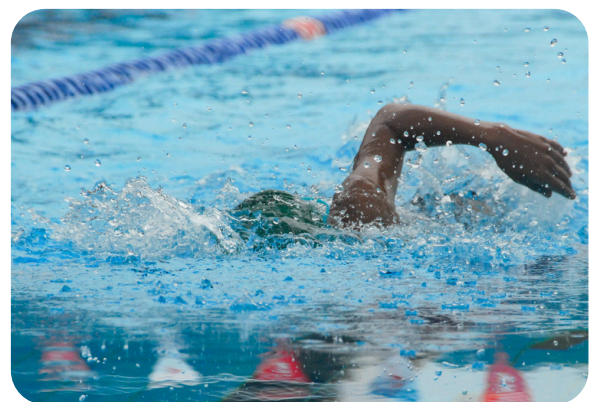
Investing in the Future

We are proud to be one of the few remaining councils that build significant quantities of new social housing and maintain those homes for our residents. We manage over 4,800 council homes, including an award-winning development at Laurel Close, Godalming that offer spacious, energy efficient homes that are net zero in operation.



We have invested in the Brightwells Yard development in Farnham to revitalise the nighttime economy by creating a leisure and entertainment hub, with a new six-screen Reel cinema and a variety of restaurants and retail units.

We recognise the importance of excellent recreational facilities to the health and wellbeing of local people, so we are building a £31 million low carbon leisure centre in Cranleigh. The building will be constructed to Passivhaus certification standards, which means it will use 50-60% less energy than a typical modern leisure centre.



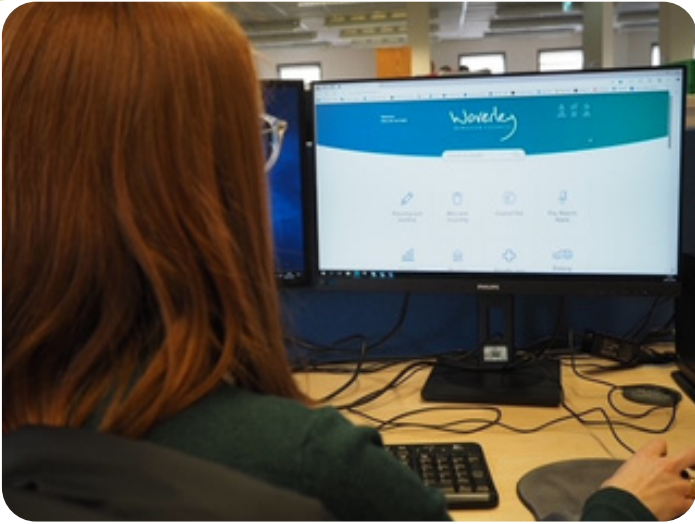
➤ Net Zero ◀

Acting on the Climate Emergency and protecting the environment is one of our key corporate priorities, and we are committed to becoming a net zero-carbon council by 2030.

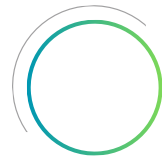
Our kerbside food waste collection service is helping residents turn their leftovers into renewable energy and soil fertilizer, we're supporting the installation of Electric Vehicle charging points, and we're building bike shelters to make it more convenient to leave the car at home.

We are working to make all our buildings more sustainable, including our social housing. For example, we have installed solar panels and an air source heat pump at Memorial Hall, Farnham to provide renewable source of electricity and heating.

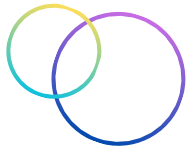




➤ Remote Working ◀

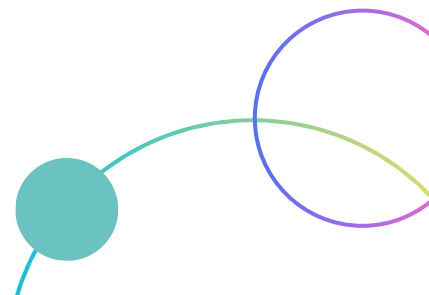
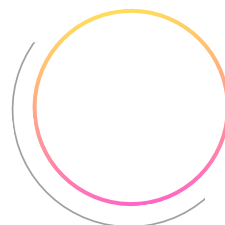


We offer a flexible working policy that gives our staff the choice to work from home, in the office, or remotely across the borough. Most of our roles are hybrid and this means staff are able to discuss working patterns that suit them, our customers and our business needs. It's a forward-thinking approach that enables our staff to have a better work-life balance and promotes creativity and collaboration in the workplace.



➤ Flexi Time ◀

We operate flexible working hours to support our employees who have busy schedules outside of work. Staff can work flexibly, with agreement from their manager, between 7.15 am and 7.00 pm. If you work any extra hours, you may be able to take up to an additional 13 days of leave per year.



➤ Opportunities for All ◀

We actively welcome applications from under-represented groups. We are a Disability Confident Employer, and we are also a member of the Armed Forces Covenant. If you need reasonable adjustments for your interview or you would like a confidential discussion about our Equality approach, please do not hesitate to contact our HR team at hr@waverley.gov.uk or phone the team on (01483) 523388. We offer enhanced sick pay and time off for medical appointments (using flexi time).



➤ Our Commitment to You ◀

We are a friendly, open, supportive and welcoming organisation that works hard to make a real difference to the lives of our residents.

We believe in building a positive and sustainable workplace environment, in which you thrive, and we listen carefully to what our staff think so we can continuously learn and improve.

At Waverley, we will help you to build your career and grow as a professional. There are a number of ways in which you can access training opportunities, from e-learning and classroom courses via Surrey Learn, to exploiting the benefits the apprenticeship levy offers, funding for personal development from professional bodies and attendance at conferences and seminars. Internal recruitment is always encouraged, as well as secondment and work shadowing opportunities, to help you develop new skills.

Annual Leave

Your annual leave allowance depends on your pay grade and your length of service with us (or previous service with an appropriate government organisation). The minimum leave for a full-time worker is 22 days per annum, increasing to 27 days after five years continuous local authority service, plus Bank Holidays. Between Christmas and New Year, you receive an additional three days of paid leave as the council offices are closed.

The following tables show annual leave allowances based on your pay scale – you can find the pay scale for a role at the bottom of the job description, which is always attached to our advertised vacancies. The below is shown in days (for full time workers) and hours (for part time workers). If you work part time, your annual leave is pro-rata.

Table 1: Annual Leave Entitlement

Pay Scales	Entitlement		After 5 Years Continuous Local Government Service	
	Days	Hours	Days	Hours
9/10/11/12	22	163	27	200
7/8	24	178	27	200
5/6	26	192	29	215
2/3/4	29	215	32	237
1 and CE	32	237	35	259

If you are applying for a professional planner role (this will be indicated in the job advertisement) then our leave and pay scales are slightly different. Please see below for annual leave for professional planners:

Table 2. Annual Leave Entitlements - Professional Planning Scale

Pay Scales	Entitlement		After 5 Years Continuous Local Government Service	
	Days	Hours	Days	Hours
P7	24	178	27	200
P6	24	178	27	200
P5	26	192	29	215
P4	29	215	32	237
P3	29	215	32	237

➤ Pension ◀

On your first day of employment at Waverley, you will automatically become a member of the Local Government Pension Scheme (LGPS) unless you choose to opt out.

Your pension contribution rate is determined by your actual annual salary. No matter how much you choose to pay in, the council generously contributes a further 17.2% towards your pension.

Contribution Rate Table 2024/25

The contribution rate applicable to your role is shown in the table below.

Table 3: Contribution Rate Table 2024/25

Band	Actual pensionable pay for an employment	Main section contribution rate for that employment	50/50 section contribution rate for that employment
1	Up to £17,600	5.50%	2.75%
2	£17,601 to £27,600	5.80%	2.90%
3	£27,601 to £44,900	6.50%	3.25%
4	£44,901 to £56,800	6.80%	3.40%
5	£56,801 to £79,700	8.50%	4.25%
6	£79,701 to £112,900	9.90%	4.95%
7	£112,901 to £133,100	10.50%	5.25%
8	£133,101 to £199,700	11.40%	5.70%
9	£199,701 or more	12.50%	6.25%

Benefits

- Local Government Pension scheme
- A minimum of 22 days annual leave entitlement (pro-rata for part-time employees)
- An additional five days annual leave after five years continuous Local Government Service
- Two days per annum of leave to partake in volunteering work
- Additional days off at Christmas
- Subsidised gym membership
- Flexible working hours
- Home, office or hybrid working
- Use of the Apprenticeship Levy for professional development
- Free car parking
- Employee Support Programme
- Eye care vouchers



➔ What our Staff Say ➔

Corporate Graduate Management Trainee

The professional development opportunities Waverley offer are great. I've been able to grow and develop my skillset, meaning I can perform better in my role as well as striving for future personal career prospects.

I've also loved getting involved in Waverley's networks, including our Corporate Equalities Group and Young Employee Network. It has meant I've been involved in the decision-making process for projects I'm passionate about, and has allowed me to network with colleagues in different teams across the organisation.

Elections Apprentice

Everything I had heard about Waverley staff being exceptionally friendly and supportive was true. I joined six months ago as an apprentice, and I've grown a huge amount within my role. With interesting work that really makes a difference, and a great support structure from both my team and from all the staff I've met, Waverley is a fantastic place for those looking to build their careers.

Specialist Housing Options Manager

During my career at Waverley, I have been encouraged to work towards my professional goals and been offered great support along the way. Waverley has invested in my professional development, with training and access to qualifications. This has enabled me to achieve a managerial position within the council and I am extremely grateful. Waverley is a great place to work with lots of friendly people.

IT Support Analyst

My learning and development has always been strongly supported at Waverley. Following good experiences with one-week courses I took the opportunity to study for a degree apprenticeship, funded through the apprenticeship levy. This was a fantastic opportunity that has changed my life. I have learnt so much, and I have really been able to put my knowledge to good use at work.