



**DOUGLAS**  
City Centre Management

# Staff Prospectus



Douglas City Council

# Working for Douglas City Council

Douglas City Council delivers a wide variety of services to Douglas residents and as such offers an array of exciting roles for individuals looking for a rewarding and dynamic career based in the heart of the Isle of Man.

From physical roles maintaining the capital's accredited parks and gardens and social housing, to professional roles in areas including accountancy, construction, civil engineering, human resources and ICT – we offer an abundance of career opportunities, all right on your doorstep.

As the largest local authority in the Isle of Man and the only City Council, we are a well-established and respected employer. Proud to balance the best of tradition with innovative working practices, we are a socially and environmentally aware organisation – taking our responsibilities to the planet, Island, economy, residents and employees seriously.

We recognise that the quality and effectiveness of everything we do is dependent not only on the services and functions we promote and deliver but also on ensuring the wellbeing of our employees, which is paramount.

## Financial Welfare

The Council has voluntarily committed to ensuring that all staff are paid at least the Living Wage (except for apprentices who are paid in accordance with the applicable apprentice rate).

Our competitive salaries include structured incremental pay increases (until you reach the top of your pay band) and an annual pay award as negotiated by the Union on behalf of all employees.

We also offer employees an attractive financial benefits package, which includes:

- A rewarding final salary pension scheme, which includes a death in service benefit
- Paid overtime, when available, and time off in lieu
- Cycle to Work Scheme
- Subsidised city centre car parking
- Essential and casual car user allowances.

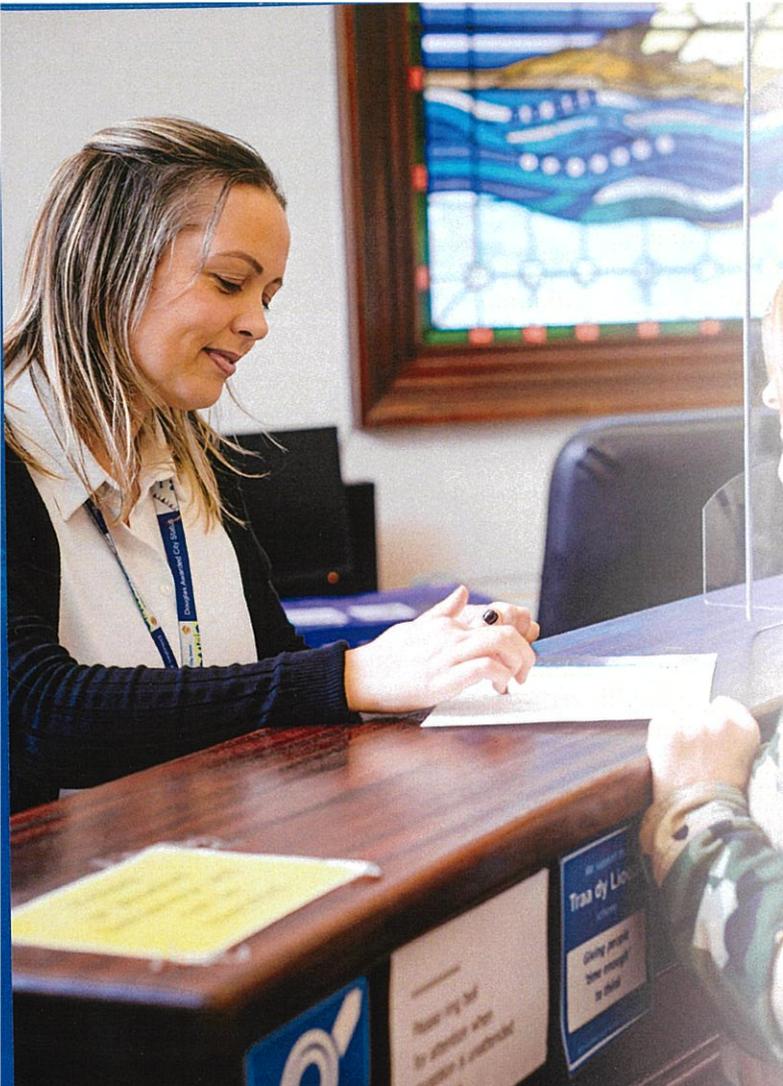
## Holidays & Special Leave

Along with our competitive salaries and supplementary financial benefits, we also offer employees a wide range of holiday and special leave entitlements, which may be dependent on length of service, including:

- Generous annual leave (in addition to the 10 Manx public holidays)
- Sickness benefit scheme
- Maternity, paternity, and adoption leave
- Compassionate, bereavement and dependent care leave
- Paid leave for fertility treatment
- Paid leave for medical screenings
- Study and examination leave.

We are also more than happy to accommodate employees who require paid time off to undertake public obligations such as jury service, territorial and auxiliary forces training, local authority membership or Trade Union duties.

We even offer paid leave to anyone lucky enough to participate in the Olympics, Paralympics, Special Olympics, Commonwealth Games, or Island Games.



## Career

### Inductions

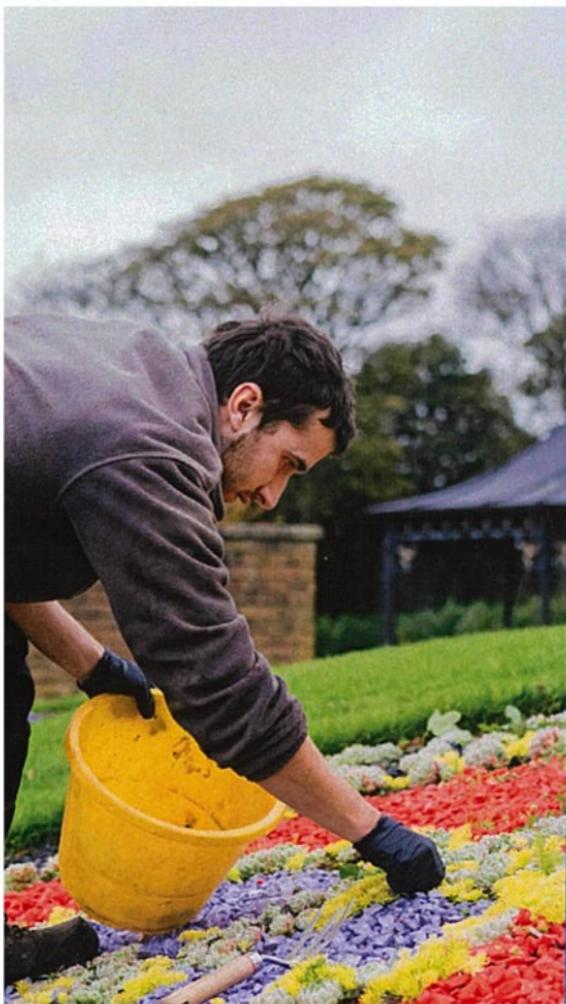
As the Island's largest local authority, Douglas City Council provides a diverse range of services to the city's residents. It's important that new employees have a wider understanding of the services the Council provides. Every new employee will undertake a formal induction, where they will get to find out about various areas of the Council – from building control and rates to events, civic amenities and everything in between.

### Continued Learning

Continued learning is fundamental to ensuring we have a highly skilled, talented and resilient workforce who achieve their personal best and deliver the highest quality services to our customers. When joining Douglas City Council, employees will gain access to an extensive range of personal and professional development opportunities, including:

- Ongoing training and development
- Support gaining professional qualifications, including:
  - o Special study leave (up to 7 days)
  - o Paid leave for examinations (up to 3 hours)
  - o Paid membership fees (for up to 2 professional qualifications)
- Peer to peer knowledge sharing.

Our approach to staff development means employees will have regular opportunities to discuss their development with their manager and receive continued support to help them achieve success in their chosen career.



## Apprenticeships

As a well respected local authority, Douglas City Council is committed to driving economic growth in the capital and playing its part in developing a next-generation skilled, motivated, and qualified workforce in the Isle of Man.

Each year in conjunction with University College Isle of Man, we offer apprenticeships across a variety of trades. Apprentice roles can include:

- Electricians
- Plumbers
- Gardeners.
- Joiners
- Mechanics

## Long Service Award

At Douglas City Council we value the service of our employees and have a Long Service Scheme in place that recognises employees who reach 10



## Environmentally Aware Employer

**As a public service provider, a social landlord, the largest local authority on the Island, Douglas City Council has a public responsibility to do whatever it can to reduce its carbon emissions.**

In line with the Isle of Man Government, the Council aims to achieve net zero greenhouse gas emissions by 2050. Along with a recently published Carbon Neutral Strategy, the Council has proposed six, four-year Climate Change Action Plans to span the timeframe of each elected administration of the Council.

This will not only impact our residents and tenants, but also our employees who we encourage to act as climate change champions across the wider Isle of Man community. We have introduced a number of internal schemes to help reduce our carbon footprint, including investing in technology to reduce paper usage and launching a Cycle to Work Scheme to encourage active travel amongst staff.



## Health

- We offer an Occupational Health support service for employees.
- We have a staff led Wellbeing Group who develop proposals to improve staff wellbeing and oversee a network of wellbeing champions around the Council.
- We have a number of first aiders and mental health first aiders distributed throughout our workplaces.
- Health surveillance and screening checks
- Annual flu vaccination vouchers.

## Lifestyle

- Social activities and events
- Casual dress down Fridays every month.
- Opportunities to participate in election and democratic processes and help in roles at local Council events.
- Cycle to Work Scheme (where employees can purchase a bike and equipment using an interest free and tax-free loan over a three year period).

## Flexible Working

We appreciate that 9 to 5 doesn't work for everyone and, provided the needs and objectives of the organisation and employee can be met, the Council will support flexible working arrangements. across a range of roles which are designed to assist how our employees want to work. Along with flexible working patterns, we also offer:

- Job shares
- Part-time working
- Home working
- Annualised hours
- Compressed hours.

The Council also supports requests for unpaid career breaks for a period of between six months and one year.



## Safety and Welfare

With a proven track record in health and safety practices, the Council makes every effort to protect employees' safety, whilst ensuring they have access to a range of modern and comfortable facilities and amenities, such as:

- Personal Protective Equipment (PPE) and corporate workwear, including clothing and footwear, supplied when required
- First Aid and Mental Health First Aid workplace training
- Canteen facilities, including free hot drinks and water stations
- Modern showers and changing facilities.

## Inclusivity

The Council is an equal opportunities employer, offering an inclusive and welcoming working environment fully compliant with legislation.

We pride ourselves on our fair working conditions and positive working policies which are enforced to protect our employees' welfare and operate a zero-tolerance policy on bullying, harassment, and other aggravated behaviours that may occur in the workplace.

The Council also has a whistleblowing policy in place to ensure employees feel safe in raising concerns of any reasonable suspicion of illegal or improper conduct, without fear of retaliation.

## Employee Engagement

An approachable employer, our Employee Suggestion Scheme welcomes employees to submit suggestions, anonymously if they wish. We also perform a regular staff satisfaction survey to obtain feedback from employees on various matters such as pay, job fulfillment and management.

Encouraging staff to voice their ideas and concerns has had a constructive and positive impact on our overall performance and the Council actively champions regular and transparent communications with our employees.

The Council recognises Unison and Unite the Union and acknowledges that some of our employees are members of a Trade Union. As such, the Unions meet regularly with the Council's management to discuss a wide variety of topics and to feedback staff concerns and issues.

If you are interested in a rewarding and varied career with Douglas City Council, feel free to contact us using the details below. Always keep an eye on our website for the latest jobs available.

**General Enquiries:**

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