

## About Centre for Cities

The Centre was first established in March 2005 as a team within the Institute for Public Policy Research (IPPR). Following a successful initial phase at IPPR, the Centre became an independent company in April 2007. It is a registered charity (No. 1119841) and a company limited by guarantee (No. 6215397).

The Centre for Cities is a research and policy institute, dedicated to improving the economic success of UK cities. It works with cities, business and Whitehall to develop and implement policy that supports the performance of urban economics. It does this through impartial research and knowledge exchange.

The Centre's primary funder is The Gatsby Foundation, one of the Sainsbury family charitable trusts.

## Our Purpose, Mission and Objectives

The Centre's overall purpose is to support positive urban growth and change, by providing research, insights and policy solutions that improve cities' economic performance.

The Centre's charitable objects are: 'to promote education for the public benefit in issues of economics and public policy in relation to cities and towns in the United Kingdom and elsewhere in the world and to promote for the public benefit research in the aforementioned fields and to publish the useful results of such research.'

The Centre's mission is:

- To produce practical research that is influential and useful to cities
- To provide policy solutions and expert advice for cities, business and national government
- To concentrate on economic drivers as our core focus, but also to cover related issues
- To make an impact, by helping cities improve their economic performance and by encouraging policy change at national, regional and local levels.

## Employee Benefits

The Centre for Cities recognises the valuable contribution made by all its employees and has a commitment to reward loyalty, experience and hard work.

### Financial benefits:

These include:

- **Salaries.** They are reviewed annually; however, there is no automatic entitlement to an increase. The cost-of-living pay increase will be awarded once the Centre reaches the fundraising milestone set by the Finance and Audit Committee. All staff members, including those on probation, will receive this pay increase. This pay increase is consolidated, i.e. is a permanent increase in salary, not a one-off payment.

- **Pension.** The Centre operates an Aviva Life pension, offering up to 10% matched contribution of an employee's gross salary.
- **Season ticket loan.** We offer interest-free loans for purchasing a public transport season ticket. This is available for employees who have completed three months of their probation.
- **Cycle to work.** Interest-free loans up to £1,000 for purchasing a bicycle are available for employees who have completed three months of their probation.

## **Staff wellbeing and health:**

At the heart of our policy is our commitment to promote a good work life balance for all of our employees. We have many discretionary policies in place dedicated to ensuring a healthy and fulfilled lifestyle for staff.

### **Working hours**

- An employee's contractual hours are 37.5 per week and normal office hours are Monday to Friday from 9.00 am to 5.30pm.
- On Fridays, we work shorter hours (9am – 4pm). The aim of this policy is to help our staff stay more engaged in the mission of the organisation, improve productivity and achieve a good balance between work responsibilities and personal life.

### **Annual leave**

- Full time employees are entitled to 28 days' paid leave per annum and eight bank holidays.
- After 4 years of continuous service, the holiday entitlement increases to 30 days per year in addition to bank holidays (pro rata for part time employees).
- The Centre is closed for three days between Christmas and New Year. This is discretionary and it is not part of the annual leave.

### **Discretionary Sick Pay (DSP)**

The Centre recognises that genuine cases of long-term illness can affect a person's financial stability. For this reason and subject to complying with the terms of your contract we will make discretionary payments for all our employees. These are:

- A period of sickness of *up to* 100% of your normal salary, as Discretionary Sick Pay ("DSP").

## **Family friendly policies:**

We offer our employees enhanced maternity, paternity and adoption payments.

### **Maternity and adoption**

Employees who have been employed for at least 52 weeks into the 15th week before the expected week of confinement (EWC) or at the start of adoption will be paid:

- Full salary for the first 17 weeks (the statutory entitlement is 6 weeks at 90% of an employee's normal weekly earnings).
- Weeks 18-39 will be paid at the Statutory Maternity Pay (SMP) or Statutory Adoption Pay (SAP) rates.

## **Paternity**

Employees who have more than 52 weeks of service at the 15th week before the baby is due, subject to complying with the statutory conditions and notification requirements will be paid:

- Full salary for two weeks for any two-week period of Statutory Paternity Leave, which must be taken in the 8-week period starting with the baby's birth.
- Full salary for up to a further 11 weeks of Additional Paternity Leave. These must be taken in one continuous period of multiples of one week.

## **Special leave**

The Centre understands that sometimes life events can affect your ability to carry out your work. For this reason, all employees are offered paid special leave to help balance out their responsibilities. These would fall under:

- Dependents leave
- Compassionate leave

## **Training and development opportunities:**

In line with our commitment to support career development and to help staff carry out their duties as effectively as possible, we believe in providing appropriate training to all our employees. We have an individual staff training budget available to all members of staff. The Centre's training and development opportunities include:

- Induction training
- Training relating to the enhancement of technical skills or specialist training relating to the skills that employees require for their current job
- Training leading to a professional or academic qualification
- Health and safety training

## **Selection Process**

### **How to apply:**

To apply for this role, please view the job description on the main vacancy page and complete the application form linked on this page.

All applications are anonymised before shortlisting.

If you have any further questions about the role and the form, please contact HR on [info@centreforcities.org](mailto:info@centreforcities.org)

### **Interview process:**

All candidates shortlisted for an interview will be contacted via email or phone call. You will be informed of the time, location and the details of who is on the selection panel. We will also provide you with notice of any assessment or presentation you may be asked to do or prepare for

the interview. You will be expected to read these instructions carefully and confirm your acceptance via email.

During the interview, candidates will be asked questions relating to the job description, person specification and the answers given in their application.

We are holding interviews in person, but you are able to attend via Zoom. If your interview is held online, you will receive a zoom link by email in advance of your interview.

If you have any special requirements or accessibility issues that would affect your ability to participate more fully in the interview, please contact HR who can help accommodate your needs.

## **Equal Opportunities**

### **Our commitment**

CFC is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We expect everyone at the Centre to ensure that he or she does not directly or indirectly (even unintentionally) discriminate against job applicants, fellow employees or other workers.

### **Recruitment**

The Centre acknowledges that the profile of its workforce should reflect the diverse nature of society. In pursuit of this aim, the Centre recognises the need for fair and consistent recruitment and selection practices, which ensure that no applicant is placed at a disadvantage by conditions that cannot be justified on the basis of the needs of a particular role.

The Centre will take steps to ensure that applications are attracted from candidates without regard to age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation and will ensure that there are equal opportunities in all stages of the recruitment process.

We are required by law to ensure that all employees are entitled to work in the UK. Assumptions about immigration status will not be made by us based on appearance or apparent nationality. All prospective staff, regardless of nationality, must be able to produce original documents (such as a passport) before employment starts, to satisfy current immigration legislation. The list of acceptable documents is set out by the UK Border Agency from time to time.