

**Ranked 3<sup>rd</sup> overall in the Times Best Council to Work For in 2008**

## **Conditions of Service**

### **Project Officer: Enterprising Eynesford Training Programme**



#### **The Times 25 Best Councils to Work For in 2008**

We are delighted with the recognition we have received in 'The Times 25 Best Councils to Work For' for the past 2 years. We believe this acknowledges the value we place on staff and importance on making the working environment a positive one. The survey identified 8 factors which are key to a great workplace. These are Leadership, My Company, Personal Growth, My Manager, My Team, Giving Something Back, Fair Deal and Wellbeing.

#### **Salary**

Local Grade 9 £19,074 - £28,611. Starting salary up to £23,800 pa dependent on experience and qualifications. Progression through the grade is linked to performance assessments.

Payment is made on the twentieth of each month into a bank/building society account.

#### **Work/Life Balance**

37 hours per week.

The Council is proud of its Work Life Balance practices and operates a flexible working hour's scheme between 8.00 am – 6.00 pm. Within these times staff may choose their starting and finishing times after consultation with their manager and taking into consideration the requirements of the service. A range of flexibilities is given in the council's Work Life Balance Policy and includes compressed hours and a five hour minimum working day.

We believe flexible working can help staff further their outside interests and commitments, whilst also helping the council meet its service objectives. In response to the specific question 'I am happy with the balance between my work and home life,' in The Times' Best Councils to Work For, we achieved the highest ranking.



#### **Holiday Entitlement (excluding Bank Holidays)**

	<b>Grades 1-4</b>	<b>Grades 5-14</b>
Up to 5 years service	30 days	22 days
5 years' service as of holiday year	30 days	27 days

### **Sickness Entitlement (in months)**

Service not exceeding	Full Pay	Half Pay
4 months	1 month	-
1 year	1 "	2 month
2 years	2 "	2 "
3 years	4 "	4 "
5 years	5 "	5 "
Remainder	6 "	6 "

The Council has a positive expectation that staff will have a responsible approach to their sickness absences.



### **Pension Scheme**

You are eligible to become a "pension able employee" by joining the Local Government Pension Scheme (LGPS). Your contribution is a percentage of your gross salary and the Council as a minimum matches this. The LGPS still enjoys a defined benefit scheme.

### **Travelling Allowance**

Any business miles travelled will be reimbursed at the relevant approved HMRC rate. A passenger allowance is also available at 5p per mile per passenger transported by car. You must provide relevant vehicle documentation including the vehicle registration document, insurance certificate covering the vehicle for business use, driving license and MOT (if applicable).

### **Travel Loan Scheme**

If you need to use a vehicle for business travel you may be able to access a loan to assist with purchasing a vehicle. Loans are also available for annual travel passes. These loans have an interest rate applied at 1% above the base interest rate. Not all parts of the scheme are available to all posts at the Council as this dependent on the requirement to travel business miles as part of the job duties.

### **Probationary Period**

All new employees are required to complete a period of 6 months satisfactory performance before their appointment is confirmed. The probationary period will also take in to consideration attendance and reliability.

### **Employee Development**

We are committed to developing each individual to achieve their full potential. We encourage employees to take responsibility for their own development and will work with them to identify and address development needs through the appraisal scheme.



### **Healthy Workplace**

The council actively supports a range of actions and practices to create a healthy working environment and where time lost through sickness absence is minimised. As a small authority absences have a significant impact on service delivery and colleagues. The Council operates a no smoking policy throughout the Council premises and offers weekly tension release massage appointments. Free and confidential counselling is also available through independent providers.

### **Fit For Business**

This is the National Recognition Programme for workplace health designed specifically to support organisations looking to embed workplace health and wellbeing into company strategy. We achieved Fit For Business status in March 2009 and have implemented health assessments for staff, a weekly circuit training/Pilates class, quizzes, visits and deliveries from a local organic retailer and various other initiatives to encourage staff to live a healthier lifestyle.



### **Car Parking**

Free car parking spaces are available at the offices for all staff.

### **Staff Restaurant**

The Council enjoys the benefits of a subsidised staff restaurant providing hot and cold meals.

### **Social Club**

You will automatically become a member of the Sports and Social Club on commencement of your employment and are welcome to join any of the regular sporting and social events.

### **Childcare support**

The Council provides a programme of activities for school age children, during most school holidays. The scheme is available to all parents with childcare responsibilities at a subsidised rate. The council also operates a Childcare Voucher scheme which gives the employee savings on National Insurance contributions and tax deductions.



### **Other**

This post is offered on a six month contract or secondment. The council is always keen to retain good quality staff and although there is no guarantee that the post will become permanent there are often other opportunities within the council.

The Council welcomes applications from diverse candidates and will consider each application on its own merits regardless, for example, of race, religion, gender, age or disability. Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. The Council works in accordance with the CRB code of Practice available from [www.crb.gov.uk](http://www.crb.gov.uk). Unless the nature of the work demands it, you will not be asked to disclose convictions which are 'spent' under the Rehabilitation of Offenders Act (ROA) 1974.' Having an 'unspent' conviction will not necessarily bar you from employment. This will depend on the circumstances and background to your offence(s). Please attach any appropriate information you wish to be taken into consideration in a sealed envelope marked 'Private and Confidential for the attention of Dee Young.'

For applicants invited for interview relevant criminal convictions and associated information will be discussed in order to assess job related risks.

The Council will disqualify any applicant who directly or indirectly seeks the support of any councillor for any appointment with the Council.

In addition you are required to state in writing whether you are the parent, grandparent, spouse, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing councillor or officer of the council; or the spouse or partner of such persons.

For applicants requiring acknowledgement of their application form please enclose a stamped addressed postcard.