



## Terms and Conditions - Information for Applicants

<b>Place of Work</b>	<p>The Council has a number of locations, and the recruiting manager will advise which one will be the main base of operations for the job you are applying for.</p> <p>If necessary, you may from time to time be required to work at any other Council location, or that of its associated employers or customers.</p>				
<b>Pay</b>	<p>The Council operates a standard pay structure consisting of 11 grades. Each grade has two levels. New entrants will join on Level 1.</p> <p>Progression to Level 2 is conditional upon successful completion of probationary assessment.</p>				
<b>Hours of Work</b>	<p>The Council operates two main weekly working patterns, which are:</p> <ul style="list-style-type: none"> <li>• 6am to 8pm Monday to Friday, or</li> <li>• any time within any 24-hour period Monday to Sunday</li> </ul> <p>The recruiting manager can advise which of these working patterns would apply to the job you are applying for.</p>				
<b>Flexible Working</b>	<p>The Council is committed to supporting its employees towards a healthy work-life balance. We operate a Flexible Working Framework, within which services are encouraged to allow flexible working for employees wherever business needs allow.</p> <p>In addition to the Flexible Working Framework, the Council has a number of family-friendly policies including generous parenthood schemes and possibilities for part-time, job share, compressed hours, term-time only and home working arrangements.</p>				
<b>Probationary Period</b>	<p>All new entrants are subject to a 26 week probationary period. Should this be successfully completed, the employee can progress to Level 2 of their grade after a full year of employment in their job.</p>				
<b>Annual Holidays</b>	<p>The Council's holiday year runs from 1 April to 31 March each year.</p> <p>Leave entitlements are based on number of years' continuous service with the Council or another local authority or organisation covered by the Redundancy Payments (Continuity of Employment in Local Government) (Modification) Order 1999 (the 'RPMO'). Previous continuous service with the NHS is also counted.</p> <p>The Council's leave entitlements for full-time employees are:</p> <table border="1" data-bbox="488 1621 1506 1697"> <tr> <td>0-5 years' continuous service</td> <td>25 days per annum</td> </tr> <tr> <td>5+ years' continuous service</td> <td>32 days per annum</td> </tr> </table> <p>Leave entitlements will be calculated pro rata for part time employees.</p>	0-5 years' continuous service	25 days per annum	5+ years' continuous service	32 days per annum
0-5 years' continuous service	25 days per annum				
5+ years' continuous service	32 days per annum				
<b>Public (Bank) Holidays</b>	<p>Paid time off for 8 public holidays per year is granted in addition to the above leave entitlements.</p>				
<b>Pension</b>	<p>New entrants on a contract of employment for 3 months or more will be automatically enrolled into the Local Government Pension Scheme (LGPS) from their first day of employment. Employees may opt out of the LGPS if they wish to do so.</p>				