

Terms and Conditions Assistant Director – Pensions

Salary

The role is paid at Grade M £79,598 - £ 90,692, which contains five spinal column points. The 2023-24 annual pay award effective from 1st April 2023 has not yet been agreed but will be paid in arrears when agreed. The employers' current offer for roles at this level is an increase of 3.8%.

Pension

All staff are automatically enrolled in the Local Government Pension Scheme, for which employer contribution rates are graded according to salary.

Annual Leave

The annual leave entitlement is as shown below and is based on years of service within the local government sector

Less than 5 years	28 days
5 years	31 days
6 years	32 days
7 years	33 days
8 years	34 days
9 years	35 days
10 years +	36 days

The Authority directs its staff to use part of this leave entitlement to facilitate a closure of the offices over Christmas.

In addition to the above are the 8 usual statutory public holidays.

Carry forward of up to 5 days unused leave is allowed in any year.

Flexible Working

The Authority operates a scheme of flexible working which allows staff to mix working from home with attendance in the office. Staff participating in this scheme receive a £26/month non-taxable allowance towards the costs of working at home. For full time members of staff, the policy requires office attendance on a minimum of two days per week. Ability to access this policy is subject to having a suitable workspace at home which will be remotely assessed from a health and safety point of view. The Authority provides equipment such as lap top stands and additional screens to ensure that working at home is as easy as working in the office.

Certain key meetings are required to be in person such as appraisals and the regular Senior Management and Leadership Team meetings.

Relocation

A relocation package of up to £8,000 is available and details will be provided to the successful candidate.

Professional Subscriptions

The Authority will pay one relevant professional subscription for the postholder; however, it should be noted that this does count as a taxable benefit.

Learning and Development

The Authority provides all staff with access to LinkedIn Learning which gives access to a wide range of content to support individual learning and development. In addition, the Authority supports a wide range of professional qualification training.

Staff Discounts

All staff have access to the Wider Wallet scheme which gives access to discounts at a range of local shops and leisure venues.

Political Restrictions

This post is politically restricted.