

## **Employee Pay and Benefits**

**Post: Service Manager – Employer Services**

### **Salary**

The role is paid at Grade I - £44,428 to £47,420 which contains 4 spinal column points.

### **Pension**

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

### **Working Hours**

Our standard working week (Monday to Friday) for full-time employees is 35 hours – 7 hours per day.

### **Flexi-time Scheme**

The Authority operates a flexi-time scheme which allows you to work your time flexibly within specific parameters and the ability to accrue up to 13 additional days in a calendar year.

### **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 can determine when staff to use part of this leave entitlement (5 discretionary days) to facilitate any office closure – for example of the Christmas holiday period.

In addition to the above there all statutory and public bank holidays – normally 8 per year.

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

### **Hybrid 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.

### **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 a LinkedIn Learning account 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.

### **Employee Assistance Programme**

All employees have access to a 24/7 helpline operated by Health Assured which provides a range of support on health, wellbeing, financial, legal and counselling support.

### **Salary Sacrifice Schemes**

The Authority is launching a number of salary sacrifice schemes including shared cost AVC's, leased cars and cycle to work.

### **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.