**SYPA Director – Terms and Conditions**

**Salary**

The role is paid at Grade N which is a four-point scale shown in the table below.

|  |
| --- |
| Proposed Salary  (Before 1.4.25 pay award)  £ |
| 131,132 |
| 132,457 |
| 133,795 |
| 135,146 |

The annual pay award is based on the National Joint Council for Local Government Services and is payable from April each year, once agreed.

The 2025-26 annual pay award has yet to be settled but will be paid in arrears when agreed.

Salaries are paid on the 15th of each month, or nearest working day prior to.

**Travel and Subsistence**

The postholder will be reimbursed for reasonable travel and subsistence costs in line with the Authority’s policies which promote travel by public transport wherever possible, and limit reimbursement of car mileage to the relevant HRMC rate.

**Pension**

All staff are automatically enrolled in the Local Government Pension Scheme, for which employee contribution rates are graded according to salary. More details can be found on our website [here.](https://sypensions-my.sharepoint.com/personal/ggraham_sypa_org_uk/Documents/Document%20Library/Job%20Descriptions/Assistant%20Director%20-%20Investment%20Strategy/P%20-%20JD%20-%20Head%20of%20Investment%20Strategy.DOC)

**Annual Leave**

The annual leave entitlement for this role is set at 36 days.

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

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’s normal working week is 35 hours (7 hours per day) with effect from 1st April 2024.

The Authority operates a scheme of flexible working which allows staff to mix working from home with attendance in the office. For full time members of staff, the policy requires office attendance on a minimum of two days per week. Senior Managers are expected to be flexible in their attendance in the office to facilitate the effective functioning of the organisation.

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, as well as all formal meetings of the Authority.

This postholder will be expected to manage their time to achieve an appropriate work life balance and facilitate the achievement of the organisation’s objectives.

**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 and attendance at relevant courses and conferences to support continuing professional development.

**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.

**Salary Sacrifice Schemes**

All staff have access to salary sacrifice schemes covering:

* Additional Voluntary Contributions
* Cycle to Work
* Cars (with CO2 emissions of 75g/km or less).

Further details will be provided to the successful candidate on request.

**Political Restrictions**

This post is politically restricted and further details of the implications of this can be provided on request.

**Probationary Period**

If not currently employed in local government the successful candidate will be subject to a six-month probationary period. Details will be provided as part of any offer of employment.