

## **Terms and Conditions Assistant Director – Resources**

### **Salary**

The role is paid at Grade M £93,559 - £ 102,865, which contains five spinal column points.

Annual inflationary pay increases are subject to any headline increase in the main pay scale set by the National Joint Council for Local Government Services.

### **Pension**

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

### **Working Hours and Flexible Arrangements**

The Authority's normal working week is 35 hours Monday to Friday and 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 laptop 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.

### **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

Normally, 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 all statutory public holidays, usually 8 per leave year.

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

### **Family-related Leave**

The Authority also aims to be a family-friendly employer, with policies to support this including entitlement to 12-months' maternity leave, 6 months of which is paid at full pay, provision of 6 weeks' maternity support / paternity leave paid at full pay and equivalent adoption leave entitlements. Further details can be provided on request.

### **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 may count as a taxable benefit.

### **Learning and Development**

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

### **Employee Benefits**

- Employee Assistance Programme
- Salary Sacrifice AVC and Car Lease Schemes (Cycle to Work pending)
- Wider Wallet (access to discounts at a range of shops and leisure venues)
- A range of wellbeing initiatives
- State of the art, modern office environment

### **Political Restrictions**

This post is politically restricted.