

Conditions of Service Chief Officers

This post is subject to the Schemes and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities as supplemented by any local collective agreements negotiated on behalf of the employees and by the rules of the Council.

Health

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by City of York Council and are advised, not to give notice to terminate their present employment until clearance has been received.

Probationary period

Appointments from outside local government are subject to the successful completion of a six-month probationary period.

Reporting line

The post reports to the Corporate Director.

Targets

Objectives and targets will be agreed with the Corporate Director to reflect the Council's strategic priorities.

Salary

Assistant Director (Chief Officer)

Point 4	£95,898
Point 3	£92,517
Point 2	£89,531
Point 1	£86,537

The starting salary will be determined by the Corporate Director in liaison with Chief Officer HR and Support Services.

Salaries are paid on the last working day of the month. The salary is indexed to the JNC cost of living pay awards currently effective from 1st April each year. There is a pay award pending to the above salary points which will be applied retrospectively on agreement from 1st April 2025.

Annual leave

The annual leave entitlement is 30 days increasing by five days after five years continuous local government service, plus eight public holidays per annum.

Pension

Membership of the Local Government Pension Scheme will be automatically continued for all employees who transfer from another Local Authority, unless they gave notice that they no

Chief Officer (July 2026)

longer wish to contribute. Membership of the scheme is automatic for new employees unless they state otherwise.

Car mileage for business use/Car parking

A mileage allowance of 55p per mile (up to 10,000 miles) is payable for business use.

Hours of Work

The normal working week is 37 hours. Due to the nature and responsibilities of the post you are required to work such reasonable and manageable hours (in accordance with the Working Time Regulations) as necessary to complete your duties.

We work in a modern, hybrid way, recognising the importance of office attendance for key in-person meetings, and to collaborate with other senior leaders/elected members, but with the flexibility needed to fulfil the role. There are no overtime payments. The role will also require evening meeting attendance as required

Whole time service

The postholder will be expected to devote his or her whole time to the work of the Council and not engage in any other business or employment without the prior knowledge and approval of the Council.

Sickness Absence

Any entitlements related to absence due to sickness or injury is as set out in the JNC for Chief Officers' agreement. Officers are entitled to receive sick pay for the following periods:

During 1 st year of service	1 month's full pay and (after completing 4 months service) 2 months half pay.
During 2 nd year of service	2 months full pay and 2 months half pay.
3 rd year of service	4 months full pay and 4 months half pay.
During 4 th & 5 th year of service	5 months full pay and 5 months half pay.
After 5 years of service	6 months full pay and 6 months half pay.

Retirement

There is no compulsory retirement age for employees and when employees can retire and take their pension differs according to age, length of service and time as a member of the Local Government Pension Scheme.

Period of Notice

The written notice required to terminate employment in this post will be three months on either side.

Canvassing

Applicants for appointment must not canvas any Member or employee of the City of York Council in respect of their application. There is, however, no objection to any of the aforementioned providing written references in respect of applicants. Applicants related to any of the above must disclose the fact.

Political Restriction

This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.