UTTLESFORD DISTRICT COUNCIL
OPERATIONS DIRECTORATE
HUMAN RESOURCES OFFICER
BASIC TERMS and CONDITIONS OF EMPLOYMENT

SALARY (pro-rata)	Spinal Column Points 34 - £28,636 35 - £29,236 36 - £30,011 37 - £30,851 **Please note:** If employees start between 1 April – 30 September, you will move up one Spinal Column Point on 1 April the following year subject to satisfactory service (if appropriate). If employees start between 1 October – 31 March, you will move up one Spinal Column Point after 6 months satisfactory service (if appropriate). Salary is paid on the 23rd of the month by credit transfer directly into the bank or building society of your choice.
PENSION	You may: a) Participate in the Local Government Pension Scheme, which is a contracted out scheme. or b) Make your own private arrangements or c) Contribute to the State Earnings Related Pension Scheme If you choose the Local Government Scheme, your contribution will depend upon your salary scale and be deducted at source.
ANNUAL LEAVE	Basic annual leave is 25 days per annum (proportionate for the current leave year), plus two extra statutory days (pro-rata), the timing of which is reviewed annually.
HOURS	18.5 hour week. Days of work: Monday, Tuesday and Wednesday am. All hours to be agreed with your supervisor.
PROBATION	There is a six month period of probation.
RELOCATION	Not available for this post.
CAR SCHEME	Not available for this post
PRE-EMPLOYMENT MEDICAL	Appointment is subject to a Pre-Employment Medical Clearance

Please note: the details set out above are for information only and do not constitute an offer of employment.