

**Outline Conditions of Employment
For the post of Clerk of Works**

Hours Worked

Your hours of work will be 36 hours per week, not including lunch breaks, normally worked between 9am and 5pm, Monday to Friday but can vary according to the needs of the service.

Salary

The salary scale is £28,771 to £31,900 (spinal points 28 - 31) per annum.

Method of Payment

Payment of your salary is in equal monthly instalments in arrears, by bank transfer, no later than the last Friday of each month.

Location

The operational base will be Boston Road, Glenrothes as we are currently relocating from our Cowdenbeath office at 2 Natal Place. You may be required to work and operate at any of our offices to meet the needs of the service.

We may either temporarily or permanently move the post holder to another location.

Special Conditions

This post is designated a business car user. A current, full driving licence, the use of a car for work and business use insurance cover is required. Payment for business mileage incurred is 45 pence per mile (this will be reviewed on a regular basis).

Probationary Period

The first 3 months will be classed as a probationary period.

We may extend the probationary period if there are any concerns regarding your performance, attendance or conduct. We may end your employment during the probationary period where we believe your performance, attendance or conduct is unsatisfactory.

Pension

We are a member of the Scottish Housing Associations Defined Contribution Pension Scheme. If you choose to become a member, we will make contributions towards your pension in accordance with the current provisions of this scheme.

The employee contribution rate is 4% and the employer contribution rate is 8%, however an option to increase employee contributions is available.

For employees not in our Defined Contribution Scheme, auto enrolment pension provision is applicable subject to eligibility criteria. You can find out more about workplace pensions and the benefits of staying enrolled by visiting www.gov.uk/workplacepensions.

Annual Leave

The annual leave year is from 1 April to 31 March. Your full leave entitlement will be 37 days, comprising 25 days annual leave per annum and 12 general / public holidays. From 1 April 2019, your full entitlement will be 37 days, comprising 33 days and 4 public holidays.

There is an annual leave entitlement of 2 additional days after 5 years service and a further 2 days after 10 years service.

There are no enhanced payments made for work on a public holiday other than the two designated public holidays at Christmas and New Year.

Where a full year has not been worked, a proportion of the full year's entitlement will be granted based on the number of complete months worked in the year.

Offer of Employment is subject to:

- Satisfactory references (one should be from your present/ most recent employer, or school/ college if this is your first employment). We do not normally accept references from relatives or friends and we reserve the right to request more than two references.
- A satisfactory Standard Police Act Disclosure Check.
- Producing documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006, to verify that you are eligible to work in the United Kingdom.
- Verification of qualifications/memberships you have stated in your application which are relevant to the post.
- Verification that you hold a current full UK driving licence, possess a valid MOT certificate (where applicable) and have Business Insurance cover.

This information is provided for general guidance only and is not intended to be contractual.