



**Outline Conditions of Employment  
for the post of Asset Management Assistant**

**Hours Worked**

Your hours of work will be 18 hours per week, not including lunch breaks, normally worked Wednesday (1pm to 5pm) and Thursday/Friday (9am-5pm) but may vary according to the needs of the service.

There may be occasions when evening and occasional weekend work may be necessary.

**Salary**

The salary scale is £19,887 - £21,915 (spinal points 15 – 19) per annum/pro rata.

**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 is at our Depot at Boston Road, Glenrothes, although you will be required to work and operate at any of the Kingdom's offices to meet the needs of the service.

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

**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](http://www.gov.uk/workplacepensions).

### **Annual Leave**

The annual leave year is from 1 April to 31 March. Your full leave entitlement (pro rata for part-time employees) will be 37 days pro rata, 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 annual leave 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 night working or 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.
- 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.
- A satisfactory Basic Police Act Disclosure Check.

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