OUTLINE CONDITIONS OF EMPLOYMENT FOR THE POST OF TECHNICAL OFFICER (AIDS & ADAPTATIONS)

**Hours Worked**

The hours of work will be 36 hours per week, not including lunch breaks, normally worked between 9:00am and 5:00pm, Monday to Friday but can vary according to the needs of the service. Lunch breaks are normally 48 minutes, at a time to meet the needs of the service.

**Salary**

The salary scale is £27,519 - £30,512 (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 is at the Saltire Centre, Pentland Court, Glenrothes although there may be a requirement to work and operate at any of our offices to meet the needs of the service. We reserve the right to either temporarily or permanently move an employee to another location.

**Special Conditions**

You are designated a business car/casual user. A current driving licence, the use of a car for work and business use insurance cover are required. Payment for business mileage incurred will be at 45 pence per mile (this will be reviewed on a regular basis). Further details are in our employee handbook.

**Probationary Period**

The first 3 months of your employment will be classed as a probationary period. We reserve the right to further extend the probationary period in the event of any concerns regarding your performance or conduct. We reserve the right to end your employment during the probationary period where you fail to reach the satisfactory performance or conduct.

**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.

Reviewed: April 2016
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. The full annual leave entitlement will be 25 days per annum (pro rata for part-time employees). In addition, 12 general/public holidays are added. 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**

Any offer of employment made will be conditional based on the following pre-employment checks:

- Satisfactory references (one should be from your present or most recent employer or school/college, if this is your first employment). We would not normally accept references from relatives or friends. We reserve the right to request more than 2 references.
- A satisfactory Standard Disclosure Scotland check.
- Producing the documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006 (this is to verify that you are eligible to work in the United Kingdom).
- Verification of any qualifications/memberships you have stated on your application form, if relevant.
- Verification that you hold a current driving licence.

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