



**Outline Conditions of Employment
for the post of Tenancy Sustainment Worker**

Hours Worked

Your hours of work will be 36 hours per week, not including lunch breaks, normally worked Monday to 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 £23,021 to £25,030 (spinal points 20-23) 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 Saltire Centre, Glenrothes, although you will be required to work and operate at other locations 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.

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, 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.
- 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.
- Confirmation that you have no conflict of interest in accordance with our Entitlements, Payments and Benefits Policy.
- A satisfactory Standard Police Act Disclosure Check.

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