

## **ISLE OF WIGHT COUNCIL**

### **TERMS AND CONDITIONS**

#### **ADMINISTRATION OFFICER**

##### ***Pay***

The salary range for this post is £20,092.00 to £20,493.00. Annual increments are payable within this range. Salaries are paid directly into your bank account on the last working day of each calendar month.

##### ***Contract***

The appointment is a permanent and full-time role and is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services and to any locally determined Conditions of Service.

##### ***Working Hours***

The postholder will be required to work a basic 37 hour week, but in consultation with yourself your hours of work and your starting and finishing times may be varied by management to reflect the needs of the service and you may be required to work additional hours beyond your normal working week as and when necessary.

##### ***Notice to be given by employee***

The appointment is subject to one month's notice.

##### ***Pension***

The appointment carries eligibility to join/remain in the Local Government Pension Scheme. Information about the scheme and other pension options will be supplied to the successful candidate.

##### ***Annual Leave***

The leave year runs from 1 January to 31 December and the basic entitlement is 31 days pro-rata, plus bank holidays pro-rata, on commencement.

Employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed days' service during the leave year.

##### ***Smoke Free Policy***

All council owned/leased premises are designated as smoke-free, with appropriate signage to inform employees, elected members and visitors of the smoke free status of the building. This means that smoking is not permitted in any 'enclosed' or substantially enclosed council owned/leased premises. In addition, 'open air' council owned/leased premises are also designated as smoke free.

##### ***Code of Conduct***

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Council's Monitoring Officer

##### ***Criminal Convictions***

Applicants will be requested to make an appropriate declaration which reflects the nature of this post. Failure to disclose any criminal convictions could result in dismissal or disciplinary action by the Authority.

##### ***Pre-Employment Checks***

Any offer of employment will be subject to satisfactory references being received. In addition

to this, checks may be made with the disclosure and barring service and proof will be required to establish your identity and entitlement to live and work in the UK.

### ***Qualification***

The appointment will be subject to verification of the relevant qualification required for the post. Proof of qualification will normally be required for shortlisted candidates.

### ***Probationary Period***

If the postholder is a new entrant to the Isle of Wight Council's service they will be required to serve a probationary period of six months.

### **Staff Benefits**

**One Card Employee Scheme** – as part of the overall strategy for a healthier workforce, this scheme offers access to Council owned fitness and leisure facilities at reduced rates.

**Employee Assistance** – a Freephone 24/7 confidential helpline for all personal and work-related issues

### **Discounts:-**

- at many local retailers on the Island, and also through off-island and web-based businesses;
- on tickets for ferry services to and from the Island, and on Island bus travel (subject to review);
- on a wide range of products & services via a website specifically for public sector employees.

## **SELECTION AND APPOINTMENT**

Applications should be completed and submitted online by the advertised closing date.

Following receipt of applications, a list of candidates for interview will be drawn up.

Receipt of applications will not be acknowledged. If you have not heard within three weeks of the closing date, please assume that you have been unsuccessful on this occasion.

\* Please note that if you have supplied an email address on your application form, this will be the preferred method of contact. \*