

SOUTH DERBYSHIRE DISTRICT COUNCIL

VISITOR INFORMATION ASSISTANT

PLACE AND PROSPERITY DEPARTMENT

ECONOMIC DEVELOPMENT AND GROWTH SERVICE

PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Salary for this post will be up to a maximum of £25,183 (pro rata). The minimum salary is £24,790 (pro rata) per annum. In all other respects, the conditions of service laid down by the National Joint Council for Local Authorities Services Employees as supplemented or amended by the Council will apply.
2. The appointment requires **ONE** months' notice of termination by the employee.
3. The hours of work are **15 hours per week, which will include Saturday**. There will be variations to this from time to time.
4. Annual holiday entitlement is **24 days per year (pro rata), rising to 29 days (pro rata) after 5 years** local government service (this includes 4 former discretionary days once taken after Public/Bank Holidays) plus 8 statutory and 1 day which is taken at the discretion of the Authority. Two days of annual leave are fixed to enable employees to take a week's leave between Christmas Day and New Year's Day.
5. The Local Government Superannuation Scheme is available. All employees aged under 75 contracted for a period in excess of three months are eligible to join the Local Government Pension Scheme (LGPS). **Please note that provided you meet these criteria you will automatically be put into the Pension Scheme unless you opt not to join.** Should you wish to opt out of the scheme you can do so on your first day of employment
6. The post will be subject to a six-month probationary period.
7. The appointment will be subject to satisfactory medical clearance.
8. The appointment will be subject to the receipt of satisfactory references.

These terms and conditions may change as a result of the Council's single status pay and grading review.