

## **SOUTH DERBYSHIRE DISTRICT COUNCIL**

### **Terms & Conditions**

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<b>DIRECTORATE:</b>	<b>Place &amp; Prosperity</b>
<b>DIVISION:</b>	<b>Housing Services</b>
<b>POST:</b>	<b>Sheltered Housing Support Officer</b>
<b>GRADE:</b>	<b>Scale 3 (including provision for unsociable hours)</b>
<b>RESPONSIBLE TO:</b>	<b>Independent Living Supervisor</b>

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### **PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT**

1. Salary for this post will be up to a maximum of £25,989 (pro rata). The minimum salary is £25,583 per annum (pro rata). 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 a minimum of 20 hours per week but up to 37 hours per week depending on service requirements and can include unsociable hours including nights, weekends and bank holidays on a rota basis.
  - . Shift times (when applicable) are:
    - o Morning – 7:00am to 15:30
    - o Evening – 15:00 to 23:30
    - o Night – 23:00 to 07:30
4. An essential car user allowance will be payable.
5. Annual holiday entitlement is 25 days per year (pro rata), rising to 30 days after 5 years local government service (pro rata) (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. These will be converted into hours on MyView.
6. 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

7. The post will be subject to a one-month probationary period.
8. The appointment will be subject to satisfactory medical clearance.
9. The appointment will be subject to the receipt of satisfactory references.
10. The provisionally selected applicant for this post will be asked to apply for a Disclosure. The post is, therefore, subject to a satisfactory Disclosure to the Council. The Council's policy on the Recruitment of Ex-Offenders is included in the application pack. Also included is information on the Rehabilitation of Offenders Act 1974.

The Council is committed to and complies with the Disclosure and Barring Service (DBS) Code of Practice. A copy of this can be obtained from either HR on 01283 595789 or the Disclosure web site:

(<http://www.homeoffice.gov.uk/publications/agencies-public-bodies/dbs/dbs-checking-service-guidance/cop>)

**Date issued: December 2025**

**Issued by: Independent Living Supervisor**