

SOUTH DERBYSHIRE DISTRICT COUNCIL

POST TITLE: Visiting/Administrative Officer

DIRECTORATE: Place and Prosperity **SERVICE:** Tenancy Services

PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Salary for this post will be up to a maximum of £28,142 (pro rata). The minimum salary is £26,403 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. This is a fixed-term contract ending on 31 March 2028.
3. The appointment requires one months' notice of termination by the employee.
4. The hours of work are 30 per week to be agreed at the time of appointment to meet the needs of this service. However, a flexible working hours scheme is available.
5. An Essential User Car Allowance will be payable in relation to any visits undertaken.
6. Annual holiday entitlement is 25 days per year (pro rata), rising to 30 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 Years Day.

Part time employees: If you are contracted to work for less than 52 weeks per leave period or on a part time basis, your entitlement to leave will be a rolled-up amount that includes your pro rata entitlement to leave as set out above. If you are contracted to work on a day that falls on a bank or concessionary day you must book leave for this day and your overall leave entitlement will be reduced. If a bank or concessionary days holiday falls on a day when you are not contracted to work, then you do not need to book any leave for this day.

7. 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
8. The post will be subject to a six-month probationary period.
9. The appointment will be subject to satisfactory medical clearance.

10. The appointment will be subject to the receipt of satisfactory references.
11. 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 Human Resources (01283 595789) or the Disclosure web site:

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

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