

## SOUTH DERBYSHIRE DISTRICT COUNCIL

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| <b>POST TITLE</b>  | Executive Assistant        |
| <b>DIRECTORATE</b> | Resources & Transformation |
| <b>SERVICE</b>     | Customer Services          |
| <b>GRADE:</b>      | Grade 5                    |

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### PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. The minimum salary for this post is £28,598 per annum and the maximum is £31,022 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 hours of work are 37 per week, Monday – Friday with some flexibility required.
3. Annual holiday entitlement is 25 days per year, rising to 30 after 5 years of local government service, plus 8 statutory days and 1 day which is taken at the discretion of the authority during the Christmas period. Two days of annual leave are fixed to enable employees to take a week's leave between Christmas Day and New Year's Day.
4. A casual user car allowance will be payable if the post holder is required to use their vehicle for business purposes.
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 appointment will be subject to satisfactory medical clearance.
7. The appointment will be subject to the receipt of satisfactory references.
8. The appointment will be subject to Baseline Personal Security Standards (BPSS) ([Government baseline personnel security standard - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/baseline-personnel-security-standard)) and a Basic Disclosure and Barring Service (DBS) check ([Request a basic DBS check - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/baseline-personnel-security-standard)).
9. The appointment requires one months' notice of termination by the employee.

Date: May 2026  
Issued by: Customer Services Manager