

SOUTH DERBYSHIRE DISTRICT COUNCIL

POST TITLE: CARELINE SUPPORT CO-ORDINATOR

DIRECTORATE: Place & Prosperity

PRINCIPAL TERMS AND CONDITIONS OF EMPLOYMENT

1. Salary for this post will be Grade 3 – currently this is up to a maximum of £25,989. The minimum salary is £25,583 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 month's notice of termination by the employee.

3. Hours of Work

The standard working week is 37 hours per week. However, there is a requirement to work as part of a team on a weekly rota to provide an out of hours emergency response service to service users within South Derbyshire. The operational arrangements of the rota are at the discretion of the employer and may be changed, subject to consultation and appropriate notice periods being given.

4. An Essential User Car Allowance will be payable.
5. Annual holiday entitlement is 25 days per year, rising to 30 days after 5 years of 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, depending on service needs, but this is at the discretion of the service area.
6. The Local Government Superannuation Scheme is available.
7. The post will be subject to a six-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 the Council's Human Resources Division (01283 595909 or 595874) or the Disclosure web site (www.disclosure.gov.uk)