

Outline of conditions of service and additional informationⁱ

Business Manager (Grade E3)

1. Normal hours of work are 37 per week. We are happy to discuss flexible working (including a work pattern of less than 37hrs per week or compressed hours) subject to meeting operational requirements. A flexi-time system is in operation. We are willing to consider flexible working arrangements providing operational needs can be met.
2. Annual leave entitlement is 26.5 days pro-rata, rising to 30 days pro-rata after 5 years' continuous service, and calculated from date of commencement. Public and privilege holiday entitlement is 11.5 days pro-rata.
3. The salary range for this post is:
 - E3 range: £37,404 - £43,972 per annum

Placement in the pay range is dependent on qualifications and relevant experience. Staff appointed on a level transfer will retain their current salary.

4. Salaries are reviewed annually in April for staff who commence employment prior to 1 October in the preceding year. Under current arrangements salary increases (base pay and progression) for all staff are determined in negotiation with the recognised union and are awarded to staff that have performed satisfactorily in the previous year.
5. All staff are paid monthly in arrears by bank credit transfer on the last working day of every month.
6. The Civil Service pension scheme is an important benefit and, for most employees, on joining SFC you will be auto-enrolled into the alpha pension scheme, which is an occupational pension scheme where member contributions are based on the salary received per month. The full-time pay range for this post means that staff would pay a pension contribution currently of 5.45%. There is also a Partnership pension account, a stakeholder pension with an employer contribution based on your age, to which you do not have to contribute but if you do, your employer will also match your contributions up to 3% of pensionable pay. Depending upon recent past public sector pension scheme membership other conditions may apply. Further information on pensions can be found on the [Civil Service Pensions website](#).

7. To apply please complete and return an application and equality and diversity monitoring form to HumanResources@sfc.ac.uk
8. Closing date for applications is **12 noon on Tuesday 21 May 2019.**
9. It is intended that interviews will take place on the 6 or 7 June.

Committed to equality of opportunity

ⁱ Note this information is provided for information purposes and may be subject to change.