Outline of conditions of service and additional information

Graduate Apprenticeship – Trainee Data Analyst

1. Normal hours of work are 37 per week. A flexi-time system is normally in operation.

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 starting salary for this post is £20,388.

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 – for this Graduate Apprenticeship this includes successfully completing each year of academic study.

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 starting salary for this post means that staff would pay a pension contribution currently of 4.60%. 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. This role is normally based in our Edinburgh office. As a result of the COVID-19 pandemic, all SFC staff are currently working from home for the time being. The Graduate Apprentice training delivered at Napier University is a mix of remote and, where permitted, face to face learning. All students have access to a learning account to access learning materials.
8. To apply please complete and return an application and equality and diversity monitoring form to HumanResources@sfc.ac.uk. Please add a short statement to your application form explaining why you feel you should be considered for this Data Science Apprenticeship.

9. The closing date for applications is **9am on Wednesday 1 September 2021**. It is intended that remote interviews will take place in the week commencing 6 September 2021.

*Committed to equality of opportunity*

---

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