

## Outline of conditions of service and additional information<sup>i</sup>

### Clerk to the Council (Grade E2)

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:
  - E2 range: £30,387 - £35,779 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. Existing staff who are members of the Civil Service Pension Scheme will be able to remain in the scheme they are already a member of. If you are not a member of the Civil Service Pension scheme you will be able to join. Membership 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 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 details are available from the [myCSP website](#).

7. To apply please complete and return an application and equality and diversity monitoring form to [HumanResources@sfc.ac.uk](mailto:HumanResources@sfc.ac.uk)
8. Closing date for applications is **9am on the 1<sup>st</sup> November 2019**.
9. It is intended that interviews will take place in the week commencing 18<sup>th</sup> November 2019.

***Committed to equality of opportunity***



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<sup>i</sup> Note this information is provided for information purposes and may be subject to change.