Outline of conditions of service and additional information

Outline of conditions of service

**Design and Web Officer – Communications, PIA (Grade E2)**

1. Normal hours of work are 37 per week. We will consider flexible working arrangements. A flexi-time system is in operation.

2. Annual leave entitlement is 26.5 days pro-rata, rising to 30 days pro-rata after 4 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: £32,883 - £38,724 per annum (pro-rata)

   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. The above information is provided for guidance purposes only and may be subject to change by SFC or the Civil Service Pension Scheme.

8. Further to the Asylum and Immigration Act 1996, if invited to interview you will be asked to provide documentation that you are eligible to work in the UK.

9. This role is normally based in our Edinburgh office near Haymarket station. SFC staff are currently working from home for the time being due to the pandemic. In due course we will return to making greater use of our office again (subject to current government and health advice), but there will be some flexibility for home-based working.

10. To apply, please complete and return an application form, an equality and diversity monitoring form, along with relevant examples from your portfolio, to HumanResources@sfc.ac.uk. (If you do not have electronic links to examples of your work, please provide PDFs). Application and equality monitoring forms, together with further details on the vacancy are available from our website.

11. Closing date for applications is 12 noon on Monday 29 November 2021. It is anticipated that remote interviews will take place between 9 and 14 December.

**Additional information about SFC and our recruitment process**

The Scottish Funding Council (SFC) is an accredited Non Departmental Public Body (NDPB) funded by the Scottish Government. Our employees are public servants rather than civil servants. Whilst we follow civil service recruitment principles and our staff can join the Civil Service pension arrangements we operate as a distinct body governed by a code of conduct based on those NDPBs. Civil servants who apply to join us should be aware that unless the arrangements are agreed as a secondment they are likely to have to resign from the Civil Service.

Candidates applying for vacancies do not need to undertake the Civil Service basic personal security standard checks, though normal referencing will be carried out for successful candidates. There is also a requirement to meet UK right to work requirements to be eligible to work at SFC.

We will acknowledge receipt of your application form but you should not expect to hear further from us unless you are shortlisted for interview. Our interviews are generally based on competencies and are normally supplemented by an interview presentation to allow candidates to highlight their skills and analytical thinking. Where a presentation is being used it will be detailed in the interview invitation.

All data relating to an individual’s application will be treated / processed in accordance with the Data Protection Act 2018. Our privacy notice relating to this can be viewed on our website.
Committed to equality of opportunity

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