

## Outline Conditions of Employment

**Hours Worked: 36 per week**

Your hours of work will be 36 hours per week, not including lunch breaks, Monday to Friday but this may vary according to the needs of the service.

We can facilitate a variety of flexible and hybrid working arrangements such as flexible working hours, compressed hours, remote working including flexibility around where work is carried out.

**Salary: £61,220 - £68,023**

The salary scale is points 1 - 6 of the Manager Grade (£61,220 - £68,023) per annum.

**Frequency of Pay: Monthly**

Payment of your salary is in equal monthly instalments in arrears, by bank transfer, no later than the last Friday of each month.

**Location: Glenrothes**

Your operational base is our Saltire Office, Saltire Centre, Pentland Court, Glenrothes, Fife, KY6 2DA although you may be required to work and operate at any of our offices to meet the needs of the service.

We may either temporarily or permanently move the post holder to another location.

**Other Conditions: Driver**

This post is designated an Intermediate Driver. This means you are required to have a driving licence, business insurance and the use of a car for business purposes and that it is estimated that you will do an expected business mileage of under 2,500 miles per annum

**Probationary Period: 3 months**

Your first 3 months will be classed as a probationary period.

We may extend the probationary period if there are any concerns regarding your performance, attendance or conduct. We may end your employment during the probationary period where we believe your performance, attendance or conduct is unsatisfactory.

**Pension: 4% Employee, 10% Employer Contribution**

We are a member of the Scottish Housing Associations Defined Contribution Pension Scheme. If you choose to become a member, we will make contributions towards your pension in accordance with the current provisions of this scheme.

The employee contribution rate is 4% and the employer contribution rate is 10%, and there is an option for you to choose to increase your employee contribution. We also offer a 'salary exchange' option for your pension contributions.

For employees not in our Defined Contribution Scheme, auto enrolment pension provision is applicable subject to eligibility criteria. You can find out more about workplace pensions and the benefits of staying enrolled by visiting [www.gov.uk/workplacepensions](http://www.gov.uk/workplacepensions).

**Annual Leave: 37 days**

The annual leave year is from 1 April to 31 March. Your full leave entitlement will be 37 days, comprising 33 annual leave days and 4 public holidays.

There is an annual leave entitlement increase of 2 additional days after 5 years service and a further 2 days after 10 years service.

There are no enhanced payments made for work on a public holiday other than the designated public holidays at Christmas and New Year.

Where a full year has not been worked, a proportion of the full year's entitlement will be granted based on the number of complete months worked in the year.

**Subject to: Pre Employment Checks**

- Satisfactory references (one should be from your present/ most recent employer, or school/ college if this is your first employment). We do not normally accept references from relatives or friends, and we reserve the right to request more than two references.
- A satisfactory Level 1 Disclosure check.
- Producing documentary evidence under the requirements of the Immigration, Asylum and Nationality Act 2006, to verify that you are eligible to work in the United Kingdom.

- Confirmation that you have no conflict of interest in accordance with our Entitlements, Payments and Benefits Policy.
- Verification of qualifications/memberships you have stated in your application which are relevant to the post.
- Verification that you hold a current full UK driving licence, possess a valid MOT certificate (where applicable) and have Business Insurance cover.

*This information is provided for general guidance only and is not intended to be contractual.*