Terms and Conditions of Employment for the Assistant Director Economic Growth and Regeneration

Salary
The salary for this post is Chief Officer Band B £69,952 - £75,159 per annum. Progression through two spine point increments is related to performance and successful achievement of objectives. These are assessed as part of the appraisal process and, if awarded, are paid annually at the anniversary of appointment.

Salary Payment
Payment is monthly by credit transfer and is made on the 28th of each month.

Hours of Work
37 hours per week. Whilst the hours reflect the standard hours of work, Assistant Director's are expected to work sufficient hours to fulfil the demands of the job. This could involve regular evening and weekend work and attending functions etc. as the Council representative.

Leave Entitlement
The leave entitlement will be 30 days increasing to 33 days after 5 years local government service plus 8 days public holidays.

Local Government Pension Scheme
The person appointed will automatically be enrolled into the Local Government Pension Scheme. Contributions are deducted at 9.9% of gross salary.

Sickness Scheme
Membership of the scheme provides for payment during sickness absence according to length of service.

Relocation Assistance
Relocation expenses will be paid in line with the Council's scheme.

Car Parking
A dedicated car parking space will be available, for which there is a charge of £29.50 per month.

Training and Development
Professional development will always be encouraged and supported.

Equal Opportunities
Selection for this post and future employment will be subject to the existing Equality and Diversity in Employment and Recruitment and Selection and related policies of Hartlepool Borough Council. They are designed to promote equality and equal opportunity and treatment in recruitment and employment.

Trade Union Membership
Officers have the right to join a Trade Union if they wish and take part in its activities. Collective bargaining will be supported with employees being represented through their Trade Unions on the appropriate negotiating bodies.

Condition of Service
The scheme of conditions of service governing this post are those of the Joint National Council for Chief Officers as amended locally.

Political Restriction
This post is defined as Politically Restricted under the Local Democracy, Economic Development and Construction Act 2009. The general effect of the Act is that you are restricted from:

- Standing for election as an MP or MEP or a member of a Local Authority as defined in S.21 (1) of the Act.
- Acting as an election agent or sub-agent.
- Holding office with or being a member of a committee or sub-committee of a political party or a branch of a political party if such office or membership involves you in certain defined duties.
- Canvassing on behalf of a political party or candidate.
- Speaking in public at large, or to a section of the public with the apparent intention of affecting public support for a political party.
- Publishing written or artistic work as sole or joint author or editor, or causing someone else so to publish, if the work appears to be intended to affect public support for a political party. (This does not apply simply to displaying a poster or other document on an employee's own property or vehicle).

Further details of the restrictions will be provided with the offer of appointment.

Car Allowance
All employees are paid at a casual car user rate for mileage undertaken in the course of duties, in line with the Local Government Services National Joint Council (Green Book) rates.

Equipment Provided
This position has been designated as qualifying for a laptop (or equivalent) and a blackberry mobile telephone.

Smoking
The Council has a no smoking policy and does not permit smoking in any of its buildings or vehicles.

Terms of Employment
The appointment will not be confirmed until relevant safer recruitment checks have been satisfied including, but not limited to, an enhanced level Disclosure and Barring Service (DBS) check and satisfactory medical clearance and references. The post will be offered as a permanent contract, which may be terminated by three months' notice in writing on either side.