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**NORTH EAST REGIONAL EMPLOYERS’ ORGANISATION**

**Main Terms and Conditions of Employment**

**HR Business Partner**

**Salary**: £28,000 to £35,000 per annum

 Starting salary dependent upon qualifications and experience

**Hours of Work:** 37 per week

 Normal office hours 08.30-17.00 Monday to Thursday, and 08.30 to 16.30 Friday, however, the post holder will be required to work “flexibly”, including an option for home working

**Holidays**: 25 days per year and 30 days per year after 5 consecutive years’ service in local government, plus statutory holidays

 Leave year starts from date, then anniversary of appointment

 The office is closed between Christmas and New Year

**Travel**: Mileage costs reimbursed at HMRC rate, currently 45p per mile

**September 2017**