South Tyneside Council

SUPPLEMENTARY INFORMATION

POST TITLE:	System Support Officer (Fixed Term Contract for 1 Year)
GROUP:	Business and Resources
CLOSING DATE:	18 October 2018 (Noon)

1. SELECTION PROCESS

Shortlisting for this post will take place week commencing 22 October 2018.

Interviews for this post will take place week commencing 5 November 2018.

2. SALARY

The salary for the post is £25,463 pa (SCP 28) of the National Joint Council pay spine for Local Government Employees. You will be paid monthly on the last working day of each month.

3. PENSION

On joining South Tyneside Council you will automatically be included into the Local Government Pension Scheme (LGPS) unless you are employed on a contract for less than 3 months. If you are already a member of the LGPS or another pension scheme you can apply for your pension to be transferred, you only have 3 years to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary (see below):

Pensionable Pay	Contribution Rate
Up to £13,700	5.5%
£13,701 to £21,400	5.8%
£21,401 to £34,700	6.5%
£34,701 to £43,900	6.8%
£43,901 to £61,300	8.5%
£61,301 to £86,800	9.9%
£86,801 to £102,200	10.5%
£102,201 to £153,300	11.4%
More than £153,301	12.5%

4. MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

5. ANNUAL LEAVE

Your annual leave entitlement will be 25 days if you have less than 5 years continuous service or 30 days if you have more than 5 years continuous service. The annual leave year starts from the 1st of the month in which you were born. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement.

6. NOTICE PERIODS

The period of notice that you must give the Council, and the Council must give you, depends upon your position and the grade for your post. The minimum period of notice you must give the Council is:

Chief Officers and Heads of Service	3 months
Officers SCP 39 and above, also all Social Workers	2 months
All other Officers	1 month

7. PROBATION

If you are a new entrant to South Tyneside Council your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

8. SICKNESS

Entitlement to sickness allowance is:

During 1st year of service	1 month full pay and (after completing 4 months service) 2 months half pay
During 2nd year of service	2 months full pay and 2 months half pay
During 3rd year of service	4 months full pay and 4 months half pay
During 4th year of service	5 months full pay and 5 months half pay
After 5 years service	6 months full pay and 6 months half pay

9. TRAINING

South Tyneside Council has a positive policy towards identifying and meeting the training needs of all its employees. Accordingly, it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation however you may be required to attend job related short courses.

10. WORKING HOURS

Your working week will be one of 37 hours however a flexible working scheme is in operation.

11. TRAVELLING EXPENSES

If you are invited for an interview, travelling expenses are payable based on public transport rates and/or standard rail fare.

12. TERMS AND CONDITIONS

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services.

13. JOB SHARE

This post is considered suitable for job share.

14. QUERIES

For an informal and confidential discussion on this post, please contact Rachel Davison, Performance, Systems and Information Manager on (0191) 424 7546.

15. GENERAL

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.