

ASSISTANT DIRECTOR – VARIOUS PORTFOLIOS

Summary of Main Terms and Conditions of Employment

Salary

The salary for the post is £77,862 to £93,434 per annum, which is within the Assistant Director 1 Grade and subject to the terms and conditions of the Joint Negotiating Committee for Chief Officers of Local Authorities.

Starting salary will be dependant upon skills, capabilities and experience.

Working Hours

The normal full-time working week is 37 hours (Monday to Friday). Normal office hours are 8.30 a.m. to 5.00 p.m. Monday to Thursday and 8.30 a.m. to 4.30 p.m. on Fridays, with a lunch break each working day of one hour. However, as a senior officer, you will be required to work the hours necessary to carry out the duties of the post, including attendance at meetings outside normal office working hours.

Political Restriction

This post is Politically Restricted under the Local Government and Housing Act 1989. As such, the post holder is unable to be a Member of a Local Authority, an Member of Parliament, the Scottish Parliament or the Welsh Assembly. The post holder is also restricted from standing as a candidate for local government election; acting as an election agent; being an officer of a political party or any branch of a political party or a member of any committee or sub-committee of such a party; canvassing on behalf of a political party or a person who is or seeks to be a candidate and speaking to the public at large or publishing any written or artistic work that could give the impression that they are advocating support for a political party. Further information is available on request.

Annual Leave

The annual leave entitlement is 31 working days, plus statutory holidays. The leave period is from 01 April to 31 March. Employees starting employment during the year are entitled to leave proportionate to their start date.

Relocation Allowance

In appropriate cases, assistance towards the cost of removal, etc. may be payable.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. You will pay a percentage pension contribution which will depend on your salary including any payments for overtime. The amount of pension contribution you pay will be reassessed every April based on your earnings and details of the contribution tables will be updated. Should you change your grade or hours of work throughout the year this may also result in a change to contribution rates. Further details are available upon request.

Medical Fitness

The successful applicant will be required to complete a medical questionnaire. The Occupational Health section will undertake a paper screening process. Should you be required to attend a medical appointment you will be contacted by the Occupational Health Nurse.

Disclosure and Barring Service (DBS) Check

Some posts may be subject to a standard or enhanced DBS disclosure. This is specified in the job description and person specification. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. For posts which require DBS checking, following appointment, the employee may be subject to rechecking as required from time to time by the Council.