

JOINING SOUTH WEST COUNCILS: ADDITIONAL INFORMATION

Our Values

“We pride ourselves on working together professionally and collaboratively as an effective team at South West Councils. We aim to be a dynamic and resourceful organisation, working in a transparent and accountable way to make a difference”

Equal Opportunities Policy Statement

South West Councils is fully committed to the development of policies to promote equal opportunity employment. The South West Councils equal opportunity policy aims to ensure that no job applicant or employee receives less favourable treatment on the grounds of age, disability, gender, marriage/civil partnership, pregnancy and maternity, gender reassignment, sexual orientation, race (including ethnic origin, colour, nationality and national origin), religion or belief.

South West Councils believes that this policy will ensure that the talents and resources of its employees and potential employees will be utilised to the full.

Work/life balance and family friendly policies

SW Councils runs a flexi time scheme to enable staff to work flexibly to suit their circumstances subject to business needs.

Personal Development

As a learning organisation SW Councils is committed to supporting every member of staff to develop to their full potential. SW Councils runs the SW Coaching and Mentoring Pool for organisations across the SW and as such is fully committed to supporting staff who wish to access either coaching or mentoring or both.

Learning & Organisational Development Officer **Terms and Conditions**

Salary

The post is graded on an incremental scale. Individuals move up the incremental scale subject to satisfactory performance; additional increments can be awarded for exceptional performance with the agreement of the Chief Executive.

The incremental scale is as follows (pay award pending with effect from 1/4/2020):

Grade 5

SCP 12	£21,589
SCP 14	£22,462
SCP 15	£22,911
SCP 17	£23,836

Where applicable, part time salaries will be calculated pro rata, based on a full-time working week of 37 hours.

Terms and Conditions

The appointment will be subject to the terms and conditions laid down in the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

Annual Leave

The post attracts an annual leave entitlement of 27 days per year plus public holidays (pro rata for part time hours). Additional leave may be taken through the flexi time scheme.

Pensions

Staff at South West Councils are eligible to join the Local Government Pension Scheme. The Local Government Pension Scheme (LGPS) is a valuable part of the pay and reward package for employees. The key features of the scheme include:

A secure pension

Your pension is worked out every year and added to your pension account. Each year 1/49th of your pensionable pay is put into your pension account; at the end of the year the total amount of pension in your account is adjusted to take into account the cost of living.

Flexibility to pay more or less contributions

You can boost your pension by paying more contributions, which you would get tax relief on. You also have the option in the LGPS to pay half your normal contributions in return

for half your normal pension. This is known as the 50/50 section of the scheme and is designed to help members stay in the scheme when times are financially tough.

Tax efficient now and in the future

As a member of the LGPS, you receive tax relief on the contributions that you pay plus you have the option when you draw your pension to exchange part of it for tax-free cash.

Peace of mind

Your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service or if you die after leaving having met the 2 year qualifying period also known as vesting period. If you ever become seriously ill and you've met the 2 year qualifying period, you could receive immediate ill health benefits.

Medical Fitness

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependent on the issue of a satisfactory report from the organisation's medical adviser if necessary.

Probationary Period

The appointment is subject to a six month probationary period.

Notice to Terminate Employment

The post holder is required to give one month's notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

Travel

The normal duties of your post might involve travel sometimes within the region which will require the provision of a car, for those journeys where public transport is unavailable or impractical. You will be reimbursed business mileage at the prevailing Her Majesty's Revenue & Customs rates of 45p/mile for the first 10,000 miles.

Interview Date

Interviews will take place on Thursday 16 April 2020. Reasonable travel expenses will be paid.