**North Warwickshire Borough Council**

**Terms and Conditions**

**Transformation Officer**

**Corporate Services Division**

**Conditions of Service:** In accordance with the National Joint Council for Local Government Services. These may be amended by Provincial or Local Agreement.

**Remuneration:** Salary scale 10, £36,124 - £37,938 per annum, subject to educational qualifications & experience Incremental progression through the scale. Salaries are paid on the 20th of each month.

**Transport:** Casual user car allowance payable.

**Location:** The Council House, Atherstone.

**Hours of Work:** 37 hours per week. Normal office hours are 8:30 am to 5:15 pm, Mondays to Fridays. The Council operates a flexitime system for most Officers.

**Holidays:** 23 days annual leave, increasing by five days after five years’ continuous local government service. Leave year - April to March.

 *Plus 8 public holidays and 4 extra statutory days:*

 Easter - Good Friday and Easter Monday

 May Day - Monday

 Spring Bank - Monday and Tuesday

 Late Summer Bank - Monday and Tuesday

 Christmas - Christmas Day, Boxing Day,

 plus two other days

 New Year - New years day

**Notice Provision:** Two months’ notice on either side.

**Pension:** Staff are eligible to join the Pension Scheme administered by Warwickshire County Council. You will automatically be entered into the scheme unless you opt out. Full details of the County Scheme will be provided to the successful candidate.

**Health:** You will be expected to complete a medical questionnaire. The Council’s medical adviser will determine whether a full medical examination is required.

**Smoking:** The Council operates a total ban within The Council House and Old Bank House. This policy covers other areas under the Council’s control.

**Maternity/Paternity/** Details of the scheme are available on request or at interview.

**Adoption Leave:**

**Supported Introduction** All employees who are new to their post will have a 6 month

**to Employment**: supported introduction to employment period. New entrants to Local Government will serve a probationary period of six months.

**Asylum and** Should you be successful with your application you will be
**Immigration Act:** required to produce documents to prove your identity. Such documents will be copied and returned to you.

**Discrimination:** North Warwickshire Borough Council aims to recruit and employ personnel in line with the Equality Act 2010 without regard to any protected characteristic.

**Disability:** A disability or health problem does not preclude full consideration for the job and applications from suitable disabled people are welcome. All information provided by all applicants will be treated as confidential.