

ISLE OF WIGHT COUNCIL

TERMS AND CONDITIONS

ADMIN OFFICER TO COMMISSIONERS, Ref: 45008373

BUSINESS SUPPORT, Floor 3, County Hall, Newport

Pay

The salary range for this post is £8,580.50 to £8,901.00 per annum (starting point dependent upon experience and qualifications). Annual increments are payable within this range. Salaries are paid directly into your bank account on the last working day of each calendar month. ****Please note that all pay grades are currently pending the outcome of IW Council job evaluation process****

Contract

The appointment is fixed-term and part time and subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services and to any locally determined Conditions of Service.

Working Hours

The postholder will be required to work a basic 18.5 hour week, but in consultation with yourself your hours of work and your starting and finishing times may be varied by management to reflect the needs of the service and you may be required to work additional hours beyond your normal working week as and when necessary.

Notice to be given by employee

The appointment is subject to 1 month's notice.

Pension

The appointment carries eligibility to join/remain in the Local Government Pension Scheme. Information about the scheme and other pension options will be supplied to the successful candidate.

Annual Leave

The leave year runs from January to December and the basic entitlement is 28 days pro rata on commencement. In addition the postholder will be entitled to two extra statutory days and one additional day's leave to be taken in accordance with the Local Agreement.

Employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed days' service during the leave year.

Smoke Free Policy

All council owned/leased premises are designated as smoke-free, with appropriate signage to inform employees, elected members and visitors of the smoke free status of the building. This means that smoking is not permitted in any 'enclosed' or substantially enclosed council owned/leased premises. In addition, 'open air' council owned/leased premises are also designated as smoke free.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Council's Monitoring Officer

Criminal Convictions

Applicants will be requested to make an appropriate declaration which reflects the nature of this post. Failure to disclose any criminal convictions could result in dismissal or disciplinary action by the Authority.

Pre-Employment Checks

Any offer of employment will be subject to satisfactory references being received. In addition to this, checks will be made with the Disclosure & Barring Service and proof will be required to establish your identity and entitlement to live and work in the UK.

Qualification

The appointment will be subject to verification of the relevant qualification required for the post. Proof of qualification will normally be required for shortlisted candidates.

Probationary Period

If the postholder is a new entrant to the Isle of Wight Council's service they will be required to serve a probationary period of six months.

Leisure Facilities Discount

As part of the overall strategy for a healthier workforce, the Isle of Wight Council Employee ONE card scheme offers access to Council owned fitness facilities at reduced rates.

Staff Benefits

Childcare Scheme – enables employees to make savings on their childcare costs

One Card Employee Scheme – access to Council run fitness and leisure facilities at reduced rates for employees

Employee Assistance Programme (EAP) – free service which offers impartial and confidential advice and counselling support for employees

Benenden Healthcare Society – affordable healthcare for public sector employees

Discounts on a wide range of products & services:

- at many local retailers on the Island
- via several websites specifically for public sector employees

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SELECTION AND APPOINTMENT

Completed applications should be sent to:

**Isle of Wight Council
Human Resources
County Hall
High Street
Newport
Isle of Wight
PO30 1UD**

using the application form provided, **by Friday 8 March 2013**

Following receipt of applications, a list of candidates for interview will be drawn up.

Receipt of applications will not be acknowledged. If you have not heard within three weeks of the closing date, please assume that you have been unsuccessful on this occasion.

* Please note that if you have supplied an email address on your application form, this will be the preferred method of contact. *

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THE ISLE OF WIGHT COUNCIL

The Isle of Wight Council has identified eight key priorities as its focus until 2013. These are often described as major projects, as they all involve significant transformational change:

- Raising educational standards;
- Highways PFI scheme;
- Keeping children safe;
- Supporting older and vulnerable residents;
- Housing and homelessness;
- Regeneration and the economy;
- Waste strategy;
- Delivery of budget savings through changed service provision.

The council reports progress on delivering the vision through many different publications and reports. The following list details some of these reports, in addition many of the council's strategies and plans have bespoke reporting processes:-

- Annual Report and Summary Statement of Accounts
- One Island magazine
- Quarterly cabinet performance and risk reports
- Service development plans
- Guide to Use of Resources
- Self-Assessment

More information about these and other important island issues can be found on www.iwight.com.

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