

## TERMS, CONDITIONS AND BENEFITS

**Position:** Housing Strategy and Enabling Manager (Maternity Cover and Job Share)

**Location:** The Burys, Godalming

**Grade:** 4, please note that Waverley appoints at the lowest point on the pay scale. The salary is then reviewed in April each year until the maximum point of the pay scale is reached. The first review will be in the April following the end of the probationary period. Pay scales are reviewed each year.

**Holiday:** 130 hours per annum, increasing after five years continuous local authority service, plus pro rata Bank Holidays. Between Christmas and New Year the Council offices are closed. During this period you will receive three additional leave days granted by the Council. For part time members of staff who do not work a full Monday to Friday week, the annual leave and Public Holiday / Waverley Days entitlement is calculated on a pro-rata basis. There are 8 Public Holidays in a year, plus the three Waverley Days.

**Flexi Time:** Waverley operates a flexible working hours scheme to support your work life balance. The offices are open to the public from 8.45 a.m. to 5.15 p.m. (4.45 p.m. on Fridays) and staff are able to work flexibly, with agreement from their Manager, from 7.15 a.m. to 7.00 p.m.

**Pension Scheme:** We offer a very generous pension scheme. You will automatically be included in the Scheme unless you choose to opt out. Both you and the Council make contributions to the Scheme. Pension contributions will be dependent on your annual salary. Currently, the Council contributes 16.5% of your salary.

**Season ticket loan:** available to all staff on completion of probationary period.

**Essential Car User:** £1,239 per annum pro rata. Please note that the payment of this allowance is under review.

**Car parking:** permit offered only to essential car users. Whilst there is a large car park available at The Burys, this unfortunately does not guarantee a parking space.

**Staff Restaurant:** offering an increasingly diverse and subsidised menu, including vegetarian. We are committed to meeting the dietary requirements of different religious groups.

**Quiet/Prayer Room:** available for reflection and prayer.

**Employee Support Programme:** A free, confidential 24 hour helpline service is available to assist you in dealing with everyday situations and more serious problems including financial, legal, relationships, drug and alcohol abuse, stress, housing, debt management and any work related issues.

### **Politically Sensitive post: Political Restrictions**

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;
- canvassing at elections

**NB not all the above information is contractual**