

**London Borough of Bexley**

**Job Reference: PCI0000186**

**Job Title: Emergency Planning and Business Continuity Officer**

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## **Pay, Benefits and Conditions of Service**

### **a) Salary and Benefits**

The London Borough of Bexley reviews its remuneration package for staff each year based on specialist advice about pay trends, market factors and taking into account issues relating to recruitment and retention for specific key roles. The remuneration package includes a number of elements:

#### **Salary**

The grade of the post is BEXLEY 12 and the salary range is £30,306 - £35,658. Progression through the grade is based on performance against agreed annual objectives and is related directly to individual performance assessed against pre-determined standards and targets. The annual cost of living award is considered each July and performance awards are effective from 1<sup>st</sup> August each year. Payment is normally made by bank credit transfer on the 15<sup>th</sup> of the month.

#### **Pension**

We operate a career average revalued earnings pension scheme. Further details are available at:

<https://www.yourpension.org.uk/Bexley/Home.aspx>

#### **Relocation Benefits**

Full details of the relocation benefits package can be found on the Council's website:

<http://www.bexley.gov.uk/sites/bexley-cms/files/Relocation-scheme.pdf>

#### **Interest Free Public Transport Season Ticket Loans**

The Council is actively pursuing ways to reduce the number of employees travelling to work in their car, by encouraging the use of alternative means of transport. As part of this objective the Council is delighted to offer all employees the opportunity to obtain interest free public transport season ticket loans.

#### **Reservists**

The Council recognises the vital role of Britain's Reserve Forces and the valuable contribution that Reservists make to our Defence, their communities and their civilian workplace. A copy of the Council's policy is available at: <http://www.bexley.gov.uk/sites/bexley-cms/files/Reservist-policy.pdf>

### **b) Voluntary Benefits Packages**

#### **MyChoice Staff Benefit Scheme**

Bexley's 'one stop shop' to access a range of staff benefits which include:

- Electronic childcare voucher scheme via salary sacrifice

- The cycle to work scheme via Halfords or local traders – giving you the opportunity to purchase a brand new bike and cycling equipment through salary sacrifice
- Access 24/7 confidential support and advice through the Employee Assistance Programme
- The opportunity to drive a brand new, fully maintained and insured car for a fixed monthly salary sacrifice – a brand new benefit now available to all staff
- Access to high street shopping vouchers, reloadable retail cards, online discount codes and cash back offers

Further details about these benefits are available at: [www.lbbmychoice.co.uk](http://www.lbbmychoice.co.uk)

### **Private Health Care**

Benenden Health is a mutual, not-for-profit provider of discretionary healthcare. As a mutual friendly society they offer an alternative to private medical insurance. Further details are available at: [www.benenden.co.uk/employer](http://www.benenden.co.uk/employer)

Alternatively we also offer employees a discounted plan for your everyday healthcare appointments through Simplyhealth. With the Simply Cash Plan you can claim money back towards the cost of check-ups and treatment for you and your family.

### **Annual Leave Purchase Scheme**

Up to ten days additional leave (pro rata for part-time employees) may be purchased in any one annual leave year.

### **Employee Volunteering Scheme**

Employee volunteering can bring a wealth of benefits to the Council and is a traditional way to support the development of key skills such as communication, team working, project management, etc. and provides an opportunity to give practical and specialised support to community groups

### **Car Share Scheme**

To help combat rising fuel costs and congestion, the Council has a liftshare scheme dedicated for employees who commute from the same area and wish to car share.

### **Pool Car Scheme**

This scheme enables employees to use brand new (environmentally friendly) vehicles to drive to meetings, site visits and other work-related travel, allowing them to leave their own cars at home

### **Local Authority Discount Scheme**

The Council has teamed up with KAARP to offer staff a range of specially selected goods and services at a discount. The offers change regularly but include discounted entry at several of the big theme parks and attractions as well as local offers in and around Bexleyheath. Staff also benefit from 10% discount on Adult Education courses.

### **Sport and Leisure Activities**

The Marriott Hotel in Bexleyheath offers staff a corporate rate and discounts are also available at Marriott Restaurants.

## **c) Terms and Conditions**

### **Working Hours**

The normal working week is one of at least 36 hours. The working hours for this post will be 36 per week.

### **English Fluency Language Requirement**

This post is considered by the authority to be a customer-facing position; as such it falls within scope of the Code of Practice on English Language requirement for public sector workers. The council therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

### **Flexible Working**

Bexley's flexible working arrangements recognise the work-life balance issues that challenge our employees. The Council is therefore committed to promoting equal opportunities and maximising the performance and potential of all its employees. The Council encourages flexible working practices supported by ICT. Further information is available at:

[http://www.bexley.gov.uk/sites/bexley-cms/files/2017-11/Flexible-working-guide\\_0.pdf](http://www.bexley.gov.uk/sites/bexley-cms/files/2017-11/Flexible-working-guide_0.pdf)

### **Probationary Period**

A six-month probationary period applies to all appointments to the Council.

### **Annual Leave**

The annual leave entitlement is 25 days a year, rising to 28 days after 5 years service, plus Bank Holiday entitlements.

### **Sick Pay**

Sickness payments are made in accordance with the nationally agreed local government scheme which provides for a maximum of 6 months' full and 6 months' half pay after a qualifying period of service.

### **Notice Period**

The minimum period of notice to which you would be entitled and are required to give is two months. Individuals dismissed due to failed probation will receive one week's notice.

### **Location**

This post will be based at Civic Offices, 2 Watling Street, Bexleyheath, Kent DA6 7AT.

### **Appraisal and Development**

Bexley is strongly committed to helping employees to succeed by investing in their potential. The Appraisal and Performance Related Pay (PrP) scheme includes a strong emphasis on personal development and achievement. Incremental progression for all employees is subject to the Appraisal and PrP scheme which provides the opportunity for incremental progression and/or

one-off non-consolidated bonus payments. Performance Related Pay is awarded, where appropriate, to employees in post on 1<sup>st</sup> August.

### **Smoking at Work**

The Council seeks to protect and promote the health and well being of employees, customers, students and visitors by providing a smoke-free environment. The Council's Smoke Free Policy is available at: <http://www.bexley.gov.uk/sites/bexley-cms/files/Smoke-free-policy.pdf>

### **Pre-Employment Clearances**

#### **Medical Fitness**

The person selected for appointment will be required to satisfy the Council as to his or her medical fitness. The candidate will be asked to complete a confidential questionnaire on his or her medical history but may also be asked, in certain circumstances, to undergo a medical examination by the Council's Occupational Health Physician.

#### **References**

Appointment will be subject to the receipt of satisfactory references.