



# South Tyneside Council



## SUPPLEMENTARY INFORMATION

<b>POST TITLE:</b>	Business Support Officer
<b>GROUP:</b>	Business and Resources
<b>CLOSING DATE:</b>	22 October 2019 (Noon)

### 1. SELECTION PROCESS

Shortlisting for this post will take place week commencing 28 October 2019.

Interviews for this post will take place week commencing 11 November 2019.

### 2. SALARY

The salary for the post is £21,589 pa (SCP 12) (market forces supplement up to £25,295 may apply dependent on role) of the National Joint Council pay spine for Local Government Employees. You will be paid monthly on the last working day of each month.

### 3. PENSION

On joining South Tyneside Council you will automatically be included into the Local Government Pension Scheme (LGPS) unless you are employed on a contract for less than 3 months. If you are already a member of the LGPS or another pension scheme you can apply for your pension to be transferred, you only have 12 months to do this. A Pension contribution is deducted from your monthly pay depending on your annual salary (see below):

Pensionable Pay	Contribution Rate
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
More than £161,501	12.5%

### 4. MEDICAL CLEARANCE

Your appointment is subject to pre-employment medical clearance. If you are successful at interview you will be issued with a medical questionnaire that must be completed and returned before your appointment can be confirmed.

### 5. ANNUAL LEAVE

Your annual leave entitlement will be 25 days if you have less than 5 years continuous service or 30 days if you have more than 5 years continuous service. The annual leave year starts from the 1<sup>st</sup> of the month in which you were born. If you begin your employment during the year you will be entitled to a proportion of the annual leave entitlement.

### 6. NOTICE PERIODS

The minimum period of notice you must give the Council depends upon the grade for your post as follows:

Corporate Directors and Heads of Service	3 months
Officers paid Spinal Column Point 33 and above	2 months
Social Workers	2 months
All other employees	1 month

If the Council gives notice to you the timescales above also apply if they are greater than the minimum notice periods in law. These start at one weeks' notice if you have over 4 weeks service. After 2 years' service this rises to 2 weeks. The notice entitlement then increases by one week for each year of continuous employment up to a maximum of 12 weeks. The Council reserves the right to make payment in lieu of notice if it so decides.

**7. PROBATION**

If you are a new entrant to South Tyneside Council your appointment is subject to a probationary period of 6 months. You need to satisfactorily complete this probationary period before your appointment can be confirmed.

**8. SICKNESS**

Entitlement to sickness allowance is:

During 1 <sup>st</sup> year of service	1 month full pay and (after completing 4 months service) 2 months half pay
During 2 <sup>nd</sup> year of service	2 months full pay and 2 months half pay
During 3 <sup>rd</sup> year of service	4 months full pay and 4 months half pay
During 4 <sup>th</sup> year of service	5 months full pay and 5 months half pay
After 5 years service	6 months full pay and 6 months half pay

**9. TRAINING**

South Tyneside Council has a positive policy towards identifying and meeting the training needs of all its employees. Accordingly, it is a condition of employment that staff are prepared to participate in any training courses which are felt to be appropriate to their needs. Most training needs will be met within the organisation however you may be required to attend job related short courses.

**10. WORKING HOURS**

Your working week will be one of 37 hours.

**11. TRAVELLING EXPENSES**

If you are invited for an interview, travelling expenses are payable based on public transport rates and/or standard rail fare.

**12. TERMS AND CONDITIONS**

Your terms and conditions of employment are those laid down by the National Joint Council for Local Government Services.

**13. JOB SHARE**

This post is considered suitable for job share.

**14. QUERIES**

For an informal and confidential discussion on this post, please contact Janet Melia, Business Services Manager on (0191) 424 7660 or by email [janet.melia@southtyneside.gov.uk](mailto:janet.melia@southtyneside.gov.uk)

**15. GENERAL**

Application forms will not be acknowledged. If you do not hear from us within 6 weeks of the closing date you can presume that your application has been unsuccessful. Should this be the case we would like to thank you for the interest you have shown in the post.