



BURGESS HILL TOWN COUNCIL

FULL TIME ADMINISTRATIVE CO-ORDINATOR – OPERATIONS TEAM CONDITIONS OF EMPLOYMENT

- Salary Grade - Scale 3/4 £15,153 - £18,430.
- Hours - 37 hours per week. Monday, Tuesday, Wednesday and Thursday 9-5.30 and Fridays 9-5. A level of flexibility is required for this post as the duties may involve some evening and weekend work for which time off in lieu will be granted, or overtime paid, subject to the exigencies of the service and with the prior agreement of the Operations Manager.
- Annual Leave - 23 days, rising by 1 day a year for the first 5 years to a maximum of 28 days. (Existing Local Authority staff continue with their current leave allocation).
- Probationary Period - A six month probationary period will apply for new entrants to local government during which time a one week notice period will apply.
- Notice Period - One month, after successful completion of the probationary period.
- Conditions of Service - The post will be subject to the full scheme of pay and conditions of service as agreed by the National Joint Council for Local Government Services.
- Training - The Council has a strong commitment to training and personal development and a full training programme will be provided.
- Closing Date - The closing date for applications (in the envelope provided) is Friday 20 June 2008.
- Interview Date - Wednesday 2 July 2008. Short listed candidates will have the opportunity to meet prospective colleagues prior to the formal interview.
- Start date - Monday 4 August 2008.

Pension - Membership of the Local Government Pension Scheme will be automatic unless the successful candidate elects to join an alternative scheme.

Payment of Salary - By direct transfer on the 20th of each month.

It should be noted that the Council reserves the right to undertake Criminal Record Bureau checks on staff if appropriate.