# SUMMARY CONDITIONS OF SERVICE : SENIOR GOVERNANCE OFFICER

## Remuneration

The salary offered will be dependent on the knowledge, skills and experience of the applicant.

The post will be subject to annual cost of living increases as reviewed and agreed by the Boards for all staff. Any additional increases may be agreed by the Boards, but will be discretionary and linked to the Boards’ annual performance review and development system. Salary is payable in arrears for a five day week by equal monthly instalments (which will accrue from day to day).

The post is above the overtime limit stated in the staff handbook.

## Benefits

Benefits include Local Government Final Salary Pension Scheme, sick leave and generous annual leave entitlement.

## Hours of work

35 hours per week.

Normal hours of work. The post holder will ensure the office is staffed between the core hours of 9am to 5pm Monday to Friday. He/She will be required to work flexibly to achieve the duties of the post, with a minimum of 35 hours per week. Evenings and weekend work may be required to meet demands of the post.

## Holiday Entitlement

Your paid holiday entitlement is 23-28 days depending on salary and service plus the usual public and bank holidays. In addition you are entitled to an extra 2 non-negotiable days leave to be taken at Christmas when the office is closed.

## Pension Scheme

The post allows the holder to become a member of the pension scheme administered by Somerset County Council to which the Board is a minor contributing authority under government regulations (the Scheme is classified as a local government pension scheme).

The current employee contribution rate is 5.8-6.5 % of contractual hours, dependent on agreed salary.

The Board operates automatic enrolment to the pension scheme for eligible staff.

## Relocation Expenses

Relocation expenses are discretionary payments and may be paid to enable an employee taking up an appointment with the Somerset Drainage Boards Consortium to move into a suitable residential area for the new appointment as quickly as possible.

## Length of Notice

During the first six months (the probationary period), the employment is subject to termination by either the employee or employer giving fourteen days’ notice in writing.

After the first six months the period of notice shall be twelve weeks by the employer and one month by the employee.

Place of Work (base)

Bradbury House, 33-34 Market, Highbridge, Somerset TA9 3BW

## Working Environment

The postholder will generally be office based although site visits will be necessary and the post-holder will be required to travel regularly within the drainage districts.

The post involves significant levels of confidentiality and will, from time to time, have to deal with matters of the highest level of sensitivity.

The postholder will be expected to be contactable during evenings and weekends to cover the duties of the role.

## General policies

The post holder will comply with all Consortium policies and procedures relating to working practices including behavior, equalities, use of equipment, etc.

Travel

A casual user mileage allowance at the HMRC approved mileage rate, currently 45p/mile, for the first 10,000 miles of any business mileage within a financial year.

## Sickness Scheme

A sickness scheme operates to supplement the Statutory Sick Pay. There is an eligibility criteria based on years’ service commencing after four months service with one month’s full pay and two months half pay, rising to six months full/six months half pay after five years.

## Data Protection Act 1998

All employees who are involved in the processing or handling of computer data have an obligation to comply with the terms of the Data Protection Act 1998 and the Consortium’s Data Protection and IT policies.

## Health and Safety at Work

All the Consortium’s working policies, procedures and instructions relating to health and safety, and all relevant Health and Safety at Work regulations will be considered as part of this job description.

Other Terms

A current driving licence and access to a suitable car, that is insured for business use, is essential to the employment.