

**SOUTH EAST REGIONAL CONTROL CENTRE DIRECTOR**

**TERMS AND CONDITIONS OF EMPLOYMENT.**

**PLACE OF WORK**

As from approximately September 2010, your normal place of work will be at the South East Regional Control Centre, Kites Croft Business Park, Fareham, Hampshire, PO14 4FL. During the interim period, you will be employed by West Sussex County Council and based at West Sussex Fire and Rescue Service, Northgate, Chichester, West Sussex. PO19 1BD.

**ANNUAL LEAVE**

You will be entitled to 30 days annual leave. This rises to 32 days after completion of 10 years continuous local government service. The extra 2 days are applicable from the leave year immediately following completion of 10 years service. You are also entitled to 8 paid public holidays per year. The annual leave year runs from 1 April to 31 March of each year. Your annual leave entitlement in the first year of employment is proportionate to the number of completed months of service.

**HOURS OF WORK**

All Chief Officers are required to work the hours necessary to do the job, but this will be not less than 37 hours per week. Any additional hours worked due to business demands may be taken as time off in lieu, although this is entirely discretionary and will be subject to the needs of the organisation.

**SALARY AND INCREMENTS**

You are employed on JNC Terms and Conditions for Chief Officers of Local Authorities.

Your salary range for Chief Officer B is £67,971 - £74,088.

The HAY management annual pay award is paid from 1 July each year and is applied to Chief Officers Salary Grade. The progression in this grade will be based on your performance and contribution in the role and the County Council's pay progression scheme. You will be paid by monthly direct credit to your account at a recognised Bank or Building Society. Payment will be on the 24<sup>th</sup> of the month, or previous working day if this falls on a weekend or bank holiday.

**MILEAGE AND TRAVEL ALLOWANCE**

The role requires the ability to travel around the South East region and attend other national events as appropriate. Payment of travel allowances will be made in line with the conditions of the scheme that is applicable at the time of appointment.

## **NOTICE PERIOD**

Notice on either side will be 13 weeks notice of termination.

## **RESIDENCE REQUIREMENTS**

When you transfer to work at the South East Regional Control Centre and once it becomes operational, there will be a requirement for you to be able to reach it out of normal office hours. The precise details of this requirement will be determined by the employing body for the Regional Control Centre once it has been established.

## **RELOCATION COSTS**

A relocation package may be available in appropriate cases. This entitlement is capped at 25% of salary; further details can be discussed at your interview.

## **SICKNESS**

Booking sick must be done via your line manager on the first morning of sickness. Any absence over 7 days must be covered by a medical certificate. West Sussex County Council operates an occupational sick pay scheme, this means that your entitlement to pay during any absence due to sickness or injury increases incrementally to a maximum period, after 5 years service, of 6 months full pay and 6 months half pay.

## **PENSION SCHEME**

You will automatically become a member of the Local Government Pension Scheme, unless you choose not to join. Details of this pension scheme will be sent to you if you are successful.

## **UNION MEMBERSHIP**

Becoming a member of Unison is optional, but the County Council recommends that you become a member of a recognised Trade Union.

## **DIVERSITY**

We are dedicated to providing a working environment that values the skills of all our staff irrespective of age, gender, ethnicity, disability, sexual orientation, religion or belief. Our focus is on the abilities of the individual. It is the responsibility of our employees to treat everyone fairly, respectfully and without prejudice. All employees will understand what is expected of them in terms of duty, performance, standards of behaviour and conduct.

## **SMOKING**

We operate a no smoking policy.

## **CONDUCT**

As a public servant, you are expected to observe high standards of conduct in your working life. A copy of the County Council's Standards of Conduct will be sent to the successful candidate. You will be expected to adhere to this and to any professional ethics that may exist for your class of employment.

## **CONDITIONS OF OFFER**

Any offer of appointment will be subject to the following:

- Satisfactory medical clearance.
- Receipt of satisfactory References.
- The post requires the successful candidate to undergo a full Home Office Clearance Check and a Criminal Records Bureau disclosure.

### **PERFORMANCE MANAGEMENT**

West Sussex County Council operates within a performance management culture and as such all employees performance is monitored and appropriate support provided. This practice will apply throughout your employment with the County Council, although, this will be closely monitored during the first twelve months. Concerns will be managed through the County Council's Capability or Disciplinary Procedure as appropriate.

### **POLITICALLY RESTRICTED POST**

You are a politically restricted postholder under the Local Government Act 1989. A copy of the relevant booklet that gives guidance on the political restrictions and the right of appeal will be sent to you if you are successful.

*Further information about terms and conditions of your appointment will be provided with your contract.*