

ISLE OF WIGHT COUNCIL

TERMS AND CONDITIONS

Grants Officer Ref: 238132

West Wight Landscape Partnership, Madeira House, Freshwater, Isle of Wight

Pay

The salary range for this post is £15,908.92 to £17,447.84 per annum (starting point dependent upon experience and qualifications). Annual increments are payable within this range. Salaries are paid directly into your bank account on the last working day of each calendar month.

Contract

The appointment is fixed term for 18 months and part time and subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services and to any locally determined Conditions of Service.

Working Hours

The postholder will be required to work a basic 30 hour week, but in consultation with yourself your hours of work and your starting and finishing times may be varied by management to reflect the needs of the service and you may be required to work additional hours beyond your normal working week as and when necessary.

Notice to be given by employee

The appointment is subject to one month's notice.

Pension

The appointment carries eligibility to join/remain in the Local Government Pension Scheme. Information about the scheme and other pension options will be supplied to the successful candidate.

Annual Leave

The leave year runs from January to December and the basic entitlement is 21 days pro rata on commencement, 25 days pro rata after 5 years continuous service, 26 days pro rata after 10 years continuous service, 27 days pro rata after 15 years continuous service and 28 days pro rata after 20 years continuous service with a local authority. In addition the postholder will be entitled to two extra statutory days and one additional day's leave to be taken in accordance with the Local Agreement. Employees starting or leaving employment during the year are entitled to leave proportionate to the number of completed days' service during the leave year.

Smoke Free Policy

All council owned/leased premises are designated as smoke-free, with appropriate signage to inform employees, elected members and visitors of the smoke free status of the building. This means that smoking is not permitted in any 'enclosed' or substantially enclosed council owned/leased premises. In addition, 'open air' council owned/leased premises are also designated as smoke free.

Code of Conduct

The postholder will be required to observe the requirements of the Council's Code of Conduct for employees. Any potential conflict of interest which arises during the course of employment should be brought to the attention of the Council's Monitoring Officer

Criminal Convictions

Applicants will be requested to make an appropriate declaration which reflects the nature of this post. Failure to disclose any criminal convictions could result in dismissal or disciplinary action by the Authority.

Pre-Employment Checks

Any offer of employment will be subject to satisfactory references being received and medical clearance by the Council's Occupational Health Physician. In addition to this, checks will be made to establish your identity and entitlement to live and work in the UK.

Qualification

The appointment will be subject to verification of the relevant qualification required for the post. Proof of qualification will normally be required for shortlisted candidates.

Probationary Period

If the postholder is a new entrant to the Isle of Wight Council's service they will be required to serve a probationary period of six months.

Leisure Facilities Discount

As part of the overall strategy for a healthier workforce, the Isle of Wight Council Employee ONE card scheme offers access to Council owned fitness facilities at reduced rates.

Staff Benefits

Childcare Scheme – enables employees to make savings on their childcare costs

Cycle to Work Scheme – employees can save money on a cycle for travel to and from work

One Card Employee Scheme – access to Council run fitness and leisure facilities at reduced rates for employees

Employee Assistance Programme (EAP) – free service which offers impartial and confidential advice and counselling support for employees

Benenden Healthcare Society – affordable healthcare for public sector employees

Discounts on a wide range of products & services:

- at many local retailer's on the Island
- via several websites specifically for public sector employees

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SELECTION AND APPOINTMENT

Completed applications should be sent to:

**Isle of Wight Council
Human Resources
County Hall
High Street
Newport
Isle of Wight
PO30 1UD**

using the application form provided, **by Friday 19 February 2010**

Following receipt of applications, a list of candidates for interview will be drawn up.

Receipt of applications will not be acknowledged. If you have not heard within three weeks of the closing date, please assume that you have been unsuccessful on this occasion.

* Please note that if you have supplied an email address on your application form, this will be the preferred method of contact. *

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THE ISLE OF WIGHT COUNCIL

The Isle of Wight Council has been a unitary authority for over ten years. It was the first unitary authority to be formed after the review of local government organisation in 1995 and saw the transition from two tiers to a single tier of local government for the Island.

The Council is the Island's largest employer, serving the population of 139,000 which doubles in the tourist season, with a staff of 5,500 and a net revenue budget of £168.45 million. The Council's vision is to minimise the socio-economic difficulties of island and rural life and seasonal unemployment by setting the pace for community governance, working together with the widest possible range of public, voluntary and private sector organisations to provide the best possible quality of life for Islanders and all those who visit the Island.

Following the May 2009 elections the Council is led by the Conservative Group. To view the current political make up go to <http://www.iwight.com/councillor>

Eco Island

The Council shares a vision with its partners in the Local (Island) Strategic Partnership:

“We want the Isle of Wight to become a world renowned Eco Island, with a thriving economy, healthy people, a real sense of pride and where residents and visitors feel safe and treated with respect.”

This vision has its roots in the Island's strengths as a beautiful and inspiring environment in which to live and work, but it is about much more. It seeks to develop strong sustainable communities in which people have access to opportunities that enable them to improve their economic, social and emotional well being.

In order to deliver this vision, the Council has agreed four priority outcome areas with the LSP, being:

- ⇒ A healthy and supportive Island
- ⇒ An inspiring Island
- ⇒ A thriving Island
- ⇒ A safe and well-kept Island

The Council also has a fifth unique priority which seeks to modernise the Council in order for it to have the capacity to deliver on the challenging agenda for the Island. It has developed an ambitious plan to achieve this based on the following areas for improvement:

- ⇒ Stable finances
- ⇒ Improved customer services
- ⇒ Improved central services to support front line service areas
- ⇒ Improved value for money
- ⇒ Pride in the way things are done
- ⇒ Building on achievement

The council has a Cabinet and scrutiny system supported by four Commissions:

- ⇒ Policy Commission for Children and School Results
- ⇒ Policy Commission for Safer Communities
- ⇒ Policy Commission for Economy, Tourism, Regeneration & Transport
- ⇒ Policy Commission for Care, Health & Housing

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