

## **Main terms and conditions of employment**

### **Salary**

The salary range for the post is £24,705 – £26,064 (Incl. London weighting).

### **Annual Pay Award**

The salary scale will be reviewed on 1st April each year and any pay awards will be applicable from that date.

### **Performance Related Pay**

Following completion of a satisfactory probationary period, you will be a participant in the Authority's Performance Related Pay Scheme with an assessed payment based upon performance in achieving specific goals set annually. The range of PRP bonus that may be earned will be from 0% up to a maximum of 10% of basic salary.

### **Hours of Work**

Normal hours of work will be 36 per week, excluding breaks. In addition, it may be possible that you will be required to work occasional overtime and appropriate payment will be made for any additional hours worked.

### **Location of Workplace**

The successful applicant will be based at the Western Riverside Transfer Station, Smugglers Way, Wandsworth, LONDON SW18 1JS.

### **Travel Expenses**

Payment will be made for reasonable out-of-pocket expenses actually incurred in the course of duty.

### **Travel Cards**

You are eligible to participate in the Authority's scheme for interest-free loans for travel cards on the relevant rail networks.

### **Pension**

You will be entitled to membership of the Local Government contributory pension scheme.

## **Employee Assistance Programme**

All staff have the opportunity to talk to trained professionals who will offer free and confidential support in the fields of well-being, family matters, relationships, debt management, workplace issues, consumer rights or anything that matters to you.

## **Annual Leave**

The annual leave entitlement is 24 days in addition to public holidays. This is increased by a further 2 days after 5 years' continuous local government service. The annual leave year runs from 1st April to 31st March.

## **Flexible Working opportunities**

The Authority offers flexible working opportunities, including, working from home (dependant on service need). A copy of the Flexible Working Policy is contained in this pack - <https://wrwa.gov.uk/wp-content/uploads/2021/03/Flexible-and-New-Ways-of-Working-policy.pdf>

## **Equal Opportunities**

The Authority is committed to equal opportunities in employment and service delivery.

A copy of the Equalities, Diversity and Inclusion Policy is contained in this pack - <https://wrwa.gov.uk/wp-content/uploads/2021/03/Equality-Diversity-and-Inclusion-Policy.pdf>

## **Code of Conduct**

The Authority has adopted a comprehensive Code. All staff are required to abide by its provisions and a copy will be given to the appointee.

## **Medical Examination**

This appointment will be subject to a satisfactory pre-employment medical report. This will involve the completion of a medical questionnaire and possibly a medical examination.

## **Probation**

All new employees are required to complete a nine-month probationary period (even if you are coming from another local authority). The Authority reserves the right to extend this period.

## **References**

Before finalising an appointment, two references will normally be taken up. One should be from your current or most recent employer and the other from a previous employer.

## **Disclosure of Criminal Convictions**

Certain criminal convictions may be relevant to the job you are applying to do for the Authority. For this reason, it is important that the Authority is aware of any convictions which may affect your work, subject to the over-riding provisions of the Rehabilitation of Offenders Act. If you are shortlisted for interview you will be asked to declare all relevant unspent convictions.

**Hopefully this information has been helpful but if you have any queries, please contact Frances Devane ((020) 8875 8881 or email [frances@wrwa.gov.uk](mailto:frances@wrwa.gov.uk). We do, however, ask you to note that these details do not constitute a Contract of Employment. If you are offered an appointment you will be given an official statement of particulars defining your terms and conditions of service.**