St.Helens Council

Corporate Services
Human Resources
Town Hall
Victoria Square
St.Helens
Merseyside
WA10 1HP

Contact: www.sthelens.gov.uk

Dear Applicant

Thank you for your enquiry about a position with St Helens Council.

The information regarding the post, including the closing date is available on the Council's Website:

https://secure.sthelens.net/website/cccvacancies.nsf

Please use this information to make an informed decision about whether the job is right for you and you are right for the job.

The Council is extremely ambitious and focused, striving to develop enterprise, diversify local business, develop education and skills, and reduce health inequalities. We aim to ensure that the culture is right for both the organisation and for our employees to develop and prosper. We want our employees to share and help us to achieve our vision. At St. Helens Council we work hard at our achievements and pride ourselves on our capacity to deliver.

The Council's latest Annual Report summarises our priorities, achievements, performance and spending during the last financial year. For further information please access:

https://www.sthelens.gov.uk/council/council-finance-performance/the-council-plan-and-performance/

Why not find out more about St Helens as a place to live and work by visiting our website at 'www.sthelens.gov.uk'.

The application form is a key stage in the selection process and you are asked to complete it as fully as possible, paying particular attention to indicating how you match the person specification. The form must be fully completed and submitted to us by the closing date identified.

If you have a disability then help is available via the Supported Employment Team Tel: 01744 677828. Please ask for Sue Cunliffe.

Terms and Conditions of Employment

The salary and conditions of service are in accordance with those laid down by the National Joint Council for Local Government Services, the Local Conditions of Service and the Council's Procedure Rules.

Payment will be made on a monthly basis by credit transfer into your bank account normally on the 21st of each month, the preceding day if the 21st falls on a Saturday; the following day if the 21st falls on a Sunday.

Hours of Work

The Council's standard working week is one of 37 hours. Standard office hours are:-

Monday to Thursday	8.45 am to 5.15 pm
Friday	8.45 am to 5.00 pm

The post holder will be required to adopt a flexible approach to his/her working arrangements suitable to the level of duties required and needs of the Council.

Flexible Working

The Council supports a number of forms of working arrangements that provide management and employees with the ability to control, to some extent, the way in which they work. These enable managers to target employment to service needs and respond to employees who require flexibility in working arrangements. The introduction of flexible working arrangements will be a management decision, which will be based on the needs of the service

Details of flexible working are available from the Human Resources Section, on 01744 676821.

Sickness

In addition to Statutory Sick Pay, the entitlement to Occupational Sick Pay is:

First year of service	1 month full pay and after completing 4 months, 1 months full pay and 2 months half pay
Second year of service	2 months full pay and 2 months half pay
Third year of service	4 months full pay and 4 months half pay
Fourth and fifth year of service	5 months full pay and 5 months half pay
After five years of service	6 months full pay and 6 months half pay

Annual Leave Entitlement

The annual leave entitlement per annum is as follows (in days):

Service	**0-5 years**	**Over 5 years**
Up to SCP 21	23	27
SCP 22 - 31	25	28
SCP 32 +	27	30

This leave is inclusive of two Extra Statutory Holidays and is in addition to all Public Holidays.

Pension

The post is subject to the Local Government Pension Scheme rules and as such you will automatically be enrolled as a member unless you:

1. Are an employee with a contract of employment of less than 3 months. It is your choice and, you should let us know your intention.

2. Choose to “opt out” you must complete and return form LGP9 within 3 months of joining.

Facilities for Car Users

1. Car Allowances and Incidental Car Travel Expenses

Car allowances are reimbursed at the appropriate rate for engine capacity as determined in the Local Conditions of Service. Incidental car travel expenses will also be reimbursed in respect of official journeys.

2. Car Parking Facilities - A Car Park pass is provided

Recruitment Incentives

A scheme is available in accordance with Local Conditions of Service. This covers Estate Agents, Legal, Furniture Removal expenses and Temporary Housing Accommodation or Lodging Allowance.

No Smoking Policy

The Council has a duty under the Smoke Free (Premises and Enforcement) Regulations 2006 to provide a smoke free working environment for all employees. The Council has had a policy prohibiting smoking in its building for several years. This was originally introduced to comply with its duty under the Health & Safety at Work Act 1974 to protect the health of employees and persons other than its employees, and provide a healthy and safe working environment.

I hope this information will help you make an informed decision about whether the job is right for you and you are right for the job.

Yours faithfully

Ste Rigby
Human Resources Manager