NORTH HERTFORDSHIRE DISTRICT COUNCIL

INFORMATION ABOUT THE POST

AREA MONITORING OFFICER
Post No.

Employment Terms and Conditions

Salary Information
The post is Career Graded at grade 4-6, and the salary range is £18,480 to £21,744 p.a. (Level 1) and £21,876 – £25,752 p.a. (Level 2). The starting salary is dependent upon experience, but will normally be the lowest point. Progression through the grade is by increments subject to good performance and these are awarded annually in April. If your appointment to the Council is between 1st October and 31st March, the increment will be paid after 6 months satisfactory service. All other staff will receive their increment on 1st April. Nationally negotiated inflation upgrades are also applied annually.

Place of Work
Your normal place of work will be Gernon Road, Letchworth. However, you may be required to work at any of the Council's establishments or undertake duties within the NHDC boundaries. Occasionally you may be asked to work or attend meetings outside the NHDC boundaries.

Home-workers
This post may participate in ad hoc homeworking, dependant on the service needs.

Hours of Work
This post is for 37 hours per week. This post is eligible to participate in the Council's Flexi-Time Scheme.

Job Share Opportunities
This post is open to job share opportunities. Further details of this policy are available on request.

Evening meetings
The post holder may be required to attend meetings which are held in the evenings as part of their normal duties.

A sum of £24.20 will be paid to staff, other than Chief Officers, who are required by their respective Directors to attend Committee meetings outside normal working hours. For attendance at other evening meetings, time off in lieu will be granted.

Car Allowance
This post may attract a frequent car users allowance following a review after 12 months service.

Probationary Period
Employees who are new to Local Government are appointed subject to the completion of a satisfactory probationary period, usually of six months. Regular meetings will be held to identify any difficulties at an early stage and provide additional training or supervision as required.

Political restriction
This is not a politically restricted post.

Equal Opportunities
Attached to the application form is a monitoring form. This information is confidential and will be detached prior to the application form being made available to the shortlisting or interview panels.

Entitlement to work in the UK
In line with the Asylum and Immigration Act 1997, evidence of entitlement to work in the UK will be required before any appointment is made and those offered a post will be advised of the documents suitable to meet that requirement.

Health Care
Human Resources administer Health Care/ Treatment Schemes for staff, which include the facility to include their spouse/families, all at their own expense. The Council will deduct from wages or salaries the subscriptions that staff choose to pay for cover provided by the Hospital Services Association (HSA), The Health Scheme or Simply Health. Details are available from Human Resources.

Smoking Policy
The Council operates a no smoking policy.

If you have any other questions about employment terms please contact Human Resources on 01462 474556.