



**First Choice**  
Housing Association • Cymdeithas Tai  
**Dewis Cyntaf**

## **Statement of Terms and Conditions of Employment**

**Name of Employer:** First Choice Housing Association Limited  
**Date of employment:** To be agreed, subject to satisfactory references  
**Job Title:** IT & Digital Media Administrator  
**General aims of post:** As per job description

**Remuneration:** Your salary on commencement in post will be £20,432 per annum. You will be paid in equal monthly instalments, on or before the 21<sup>st</sup> day of each calendar month, by bank transfer, into the bank account designated by you on appointment, subject to such deductions as are required by law. Your salary shall accrue rateably from day to day during employment, and a day's salary will be 1/261<sup>st</sup> of your annual salary.

The post is based on scale points SCP20 to SCP25.(£20,432- £23,828) Progression through the scale is based on performance and regular job evaluation reviews.

Your salary will be reviewed prior to April each year and the Board may increase your salary in line with your performance and any cost of living increases

**Car** Mileage rate will be based on HMRC casual user rates.

**Hours of work** The normal hours of work are 35 hours per week, Monday to Friday, together with any reasonable, exceptional, additional hours as agreed between you and your line manager as being necessary to carry out your role. All employees are expected to take a minimum break of thirty minutes. Details of the flexible working policy are available within the Staff Handbook.

**Annual leave /Bank Holiday Entitlement**

You are entitled to 26 working days paid holiday during each year, taken in agreement with your line manager, during the annual leave year, which runs from 1<sup>st</sup> January to 31 December. You will accrue annual leave on a pro-rata basis with part years being calculated on the percentage of the year worked. You will also accrue an additional day in the January following your second anniversary in post, up to 30 days total annual leave. Annual leave is in addition to normal public holidays. Further details are available within the Staff Handbook.

**Place of work**

You will be based in the head office which is currently in Penarth. The head office will be relocating in Autumn 2018 to Springmeadow in Coryton, Cardiff.

**Incapacity and sick pay**

If you are unable to attend work for reasons of sickness or injury, you should inform your line manager or in their absence the Director of Corporate Services as soon as possible, and by 9.00 a.m. on the first day of absence and each day thereafter (unless explicitly agreed with your line manager that less frequent contact is appropriate).

For periods of 7 calendar days absence or less, you will be required to complete a self-certificate. For periods of absence longer than 7 days, you will be required to produce a medical certificate. Sick pay entitlement is as follows:

During the first six month's of service	Statutory Sick Pay
During the second six month's service	One month's full pay and one month's half pay
During the second year of service	Two month's full pay and two month's half pay
During the third year of service	Four month's full pay and four month's half pay
During the fourth and fifth years of service	Five month's full pay and five month's half pay
After five years of service	Six month's full pay and six month's half pay

For further details, please see Staff Handbook

**Probationary period** This post is subject to a probationary period of six

months. On successful completion of your probationary period, you will be eligible for membership of HSF Health plan Scheme A. The cost of membership and tax on the benefit-in-kind thereon will be borne by the association

**Pension scheme details**

First Choice Housing Association will pay, on a monthly basis, a sum equivalent to 10% of your basic salary as a contribution into a private pension scheme, provided you contribute 3% into that scheme. Pension schemes must be initiated within 1 month of commencement of employment. Failure to do so will result in employee contributions being invested into a standard NEST scheme based on the statutory minimum contributions.

**Notice periods**

You are entitled to receive one months' notice.

You are required to give one months' notice if you wish to terminate your contract. For further information, please see Staff Handbook

**Trade Union**

The association believes in the principle of solving problems affecting relations with staff by discussion and agreement and encourages resolution of all matters on an informal basis with those directly affected.

In addition, you have the right:-

1. to be a member of such a trade union as you may choose;
2. not to be a member of a trade union.

If you are a member of a trade union or are similarly engaged on matters affecting staff relations, you have the right to take part in such activities as may arise from time to time. The time may be outside working hours or at a time within working hours, in which case, agreement should be made with your line manager, and will not be unreasonably refused. A similar arrangement will apply to a group of staff wishing to meet to discuss union matters relevant to the association. You may seek election to office in a trade union and may hold office in the union. In such circumstances, reasonable time off will be given for training on trade union matters at the discretion of the Chief Executive. For further details please see the Staff Handbook

**Expenses**

You will be reimbursed expenses incurred in the proper discharge of your duties at a rate, and subject to

conditions, as detailed within the Staff Handbook

**Confidentiality**

You must not, during or after your employment, disclose or use any confidential information relating to the business of First Choice Housing Association, unless expressly authorised by the association, or required by law, to do so.