



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: Operational Housing Manager
General aims of post: As per job description

Remuneration: Your salary on commencement in post will be £30, 233 per annum. You will be paid in equal monthly instalments, on or before the 21st 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 1/261st of your annual salary.

The post is based on scale points SCP33 to SCP38. 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 annual appraisal and/or any relevant job evaluation conducted preceding this time.

Car Mileage rate will be based on HMRC casual user rates. The post also carries essential car user allowance

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 1st 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 North Wales area, (Wrexham/Flintshire) and will be expected to work remotely on occasions. You will be required to travel to undertake your normal duties and reasonable requests for attendance at alternative locations will not be unreasonably refused.

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 two months' notice.

You are required to give two 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.