

SUMMARISED TERMS & CONDITIONS OF EMPLOYMENT
Hillcrest Homes

Post Title:	HH20/065 – HR Assistant
Base/Location:	HQ, Explorer Road, Dundee
Hours Available:	34 hours per week
Permanent/Temporary/ Fixed Term	Permanent Post. All posts are subject to a 6 month probationary period. A formal review will take place at 2, 4, and 6 months.
Rate of Pay:	£23,168 - £24,553 per annum (35.25 hours per week) £22,346 - £23,682 per annum (34 hours per week)
Overtime:	Paid where agreed in advance by the organisation. Must exceed full time hours if part time.
Mentor Required	Yes No A mentor is required for anyone who will have line management responsibility or is aged 24 or under.
Pension Scheme:	<p>Employees will initially be enrolled in the Governments statutory auto-enrolment scheme, which is a Defined Contribution scheme with a company called NOW Pensions.</p> <p>At present staff contribute 5% with employer contributing 3% to the scheme as of 1st April 2019.</p> <p>Employees with a contract of 6 months or more can however opt out of the auto-enrolment scheme and request to join HHA Defined Contribution Scheme with the TPT Retirement Solutions where the employee currently contributes 8.5% of earnings and the Organisation's contribution is 8.5%.</p> <p>Further details of the scheme are available from the payroll team.</p>
Health Plan:	<p>Employees are automatically given admission to the Health Plan</p> <p>Scheme with no charge to the individual. The cost for this is met by the Employer. Details will be sent out to the successful candidate/s.</p>
Annual Leave Entitlement:	<p>Leave year runs from 1st January - 31st December</p> <p>Entitlement is 225.6 hours per annum, rising to 260.85 hours over a 5 year period, (this is inclusive of public holidays). You are required to use your annual leave entitlement to cover days off between Christmas and New Year when the office is closed. Annual leave is calculated on a pro rata basis for part time staff.</p> <p>Check if any holidays already arranged?</p>
Qualifications:	Offer will be subject to proof of qualifications essential/desirable (where appropriate) to the post

References:	<p>Must have two satisfactory referee reports.</p> <p>Check on application form if they have requested us not to contact referees. If so, seek permission to obtain this as part of our selection process. Check if one is from <u>most recent employer</u>. If not, ask if they can provide one for us to contact. 2nd should preferably be from previous employer or Academic.</p>
Rehabilitation of Offenders Act 1974:	<p>The organisation will carry out a PVG disclosure Scotland check which looks at your criminal history/background. You are required to declare any 'unspent' convictions and provide full details that lead to the conviction. Please discuss with the candidate.</p> <p>Not all 'spent' convictions are required to be declared. There are certain 'spent' convictions that must always be declared and others which are only declared subject to rules. Please provide the candidate with a copy of these lists and ask if there are any convictions listed which they are required to declare.</p> <p>(HAVING A CRIMINAL RECORD WILL NOT NECESSARILY DEBAR YOU FROM WORKING WITH HILLCREST. THIS WILL DEPEND ON THE NATURE OF THE POSITION, TOGETHER WITH THE CIRCUMSTANCES AND BACKGROUND OF YOUR OFFENCES.)</p>
Trade Union:	<p>The organisation does not recognise T.U.'s</p> <p>Employees have the right to join one of their choice.</p>
Staff Reps Group:	<p>This group is in place to negotiate terms and conditions on behalf of staff.</p>
Notice:	<p>When availability to start if successful?</p>