

BEDFORDSHIRE FIRE AND RESCUE SERVICE

CONDITIONS OF SERVICE FOR THE POST OF

Recruitment Manager (Maternity Cover)

BASED AT HEADQUARTERS, KEMPSTON

1. Conditions of Service

Conditions of Service will be in accordance with the National Joint Council for Local Government Services Scheme of Conditions of Service (Green Book).

The appointment is subject to a probationary period of six months. The post is temporary for the duration of the Recruitment Managers maternity Leave. This could be for a maximum of 12 months.

2. Requirement for clearances

All appointments are subject to satisfactory medical and security vetting clearance. This will include providing proof of right to work, evidence of identity and residency, reference checks and where applicable a driving licence check and/or Disclosure and Barring Service criminal record check.

3. Salary

The starting salary is £38,553 per annum with increases in line with our Pay Policy to £42,614

4. Hours of Work

The working week will be 37 hours per week. Monday to Friday (flexitime) with some out of hours working during evenings and weekends.

5. Flexible Working

The service operates hybrid working with a mix of working from home and attendance at headquarters.

6. Sick Pay Scheme

Entitlement commences at appointment and increases at four months' service.

7. Notice Period

Termination of employment will be subject to a minimum of one months' notice to be given in writing by either party.

8. Pension Scheme

Pension provisions will be in accordance with automatic enrolment to the Local Government Pension Scheme and is banded in accordance with your earnings. (You have the right to opt out.)

9. Leave

Annual leave entitlement is 24 days, plus 5 days for 5 years' service, plus 2 days for 10 years' service. Public holiday is in addition. There is also a Flextime leave scheme which allow up to two days leave per month.

10. Corporate Wear

Corporate wear is currently optional be may be compulsory at some point in the future. Identity badges must be worn at all times whilst on site.