TERMS, CONDITIONS AND BENEFITS

Position: Local Land Charges Officer

Location: The Burys, Godalming

Grade: 9

Please note that Waverley appoints at the lowest point on the pay scale. The salary is then reviewed in April each year until the maximum point of the pay scale is reached. The first review will be in the April following the end of the probationary period. Pay scales are reviewed each year.

Holiday: 22 days per annum, increasing after five years' continuous local authority service, plus Bank Holidays.

Between Christmas and New Year the Council offices are closed. During this period you will receive three additional leave days granted by the Council.

For part time members of staff who do not work a full Monday to Friday week, the annual leave and Public Holiday Days entitlement is calculated on a pro-rata basis. There are 8 Public Holidays in a year, plus the three "Waverley Days" between Christmas and New Year.

Flexi Time: Waverley operates a flexible working hours scheme to support your work life balance. The offices are open to the public from 8.45 a.m. to 5.15 p.m. (4.45 p.m. on Fridays) and staff are able to work flexibly, with agreement from their Manager, from 7.15 a.m. to 7.00 p.m.

Pension Scheme: We offer a very generous pension scheme. You will automatically be included in the Scheme unless you choose to opt out. Both you and the Council make contributions to the Scheme. Pension contributions will be dependent on your annual salary. Currently, the Council contributes 17.2% of your salary.

Season ticket loan: available to all staff on completion of probationary period.

Car parking: There is no car parking provision for this post.

Quiet/Prayer Room: available for reflection and prayer.

Employee Support Programme: A free, confidential 24 hour helpline service is available to assist you in dealing with everyday situations and more serious problems including financial, legal, relationships, drug and alcohol abuse, stress, housing, debt management and any work related issues.

NB not all the above information is contractual