

TERMS, CONDITIONS AND BENEFIT



Position: Electoral Services Manager

Location: The Burys, Godalming

Grade: 3

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: 29 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.

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.

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.

Basic DBS Clearance- Government Requirement for Accessing Council and Government Data:

To comply with the Public Sector Networks (PSN) "Code of Connection", Waverley Borough Council, like other public organisations, needs to undertake basic disclosure checks for unspent convictions only, in respect of those staff who will access our IT systems.

Politically Sensitive post: Political Restrictions

Please note that the Local Government Officers (Political Restrictions) Regulations 1990 apply to this post. In general terms these provisions mean that the postholder is prohibited from:

- holding or standing for elected public office (except Town or Parish Councils);
- holding office in a political party;
- speaking or writing in public (including on social media) in a personal capacity in a way that might be regarded as favouring one or other political party;

- canvassing at elections

NB not all the above information is contractual