



TERMS, CONDITIONS AND BENEFITS

Position: Democratic Services Officer

Location: The Burys, Godalming

Grade: 8

Holiday: 24 days per annum, increasing after five years continuous local authority service, 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. There are 8 Public Holidays in a year, plus the three Waverley Days.

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: Whilst there is a large car park available at The Burys and overspill at The Wharf, this unfortunately does not guarantee a parking space.

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.

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**