

## **Indicative Terms & Conditions**

Below are outlined some of the main Terms and Conditions of Employment for information only. They do not constitute a contractual agreement and a full Contract of Employment will be issued to the successful applicant on appointment.

<b>Condition</b>	<b>TfN Package</b>
<b>Annual Salary</b>	<ul style="list-style-type: none"> <li>£112,500 to £131,250 per annum.</li> </ul> <p>Once the top of scale salary (i.e. £131,250 per annum) is reached access to an annually awarded performance based non-consolidated spinal point and salary of £139,045 per annum.</p> <ul style="list-style-type: none"> <li>Commencing salary subject to negotiation and agreement with the successful candidate.</li> </ul>
<b>Contract Term</b>	<ul style="list-style-type: none"> <li>Permanent Contract.</li> </ul>
<b>Continuity of Employment</b>	<ul style="list-style-type: none"> <li>Pervious continuous service within local government recognised by TfN (as per the Redundancy Modification Order).</li> </ul>
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>Normal business hours are 37 hours per week. You will be expected to work flexibly to meet business needs, within UK legislative boundaries.</li> <li>TfN operates a Flexi-time Working Scheme allowing you to accrue and take up to 18 days per annum in flexi-leave (2 days per 4 weeks accounting period).</li> </ul>
<b>Place of Work</b>	<ul style="list-style-type: none"> <li>Flexible but with a requirement to regularly work from our offices in Manchester.</li> </ul>
<b>Notice period</b>	<ul style="list-style-type: none"> <li>Six months' notice required on both the employee and employer sides.</li> </ul>
<b>Pension</b>	<ul style="list-style-type: none"> <li>Membership of the Local Government Pension Scheme. No loss of continuation of service if already working in Local Government.</li> <li>Further details available at <a href="http://www.lgps.org.uk">http://www.lgps.org.uk</a></li> </ul>
<b>Leave Entitlement</b>	<ul style="list-style-type: none"> <li>27 days annual leave per annum, 2 extra day's leave after 5 years' service and a further 2 day's leave after 10 years' service.</li> <li>8 statutory bank holiday days per annum.</li> </ul>

Condition	TfN Package
<b>Home to Work Travel</b>	<ul style="list-style-type: none"> <li>• Interest free loan (via Salary Sacrifice) to towards the annual cost of suitable work to home travel pass.</li> </ul>
<b>Occupational Health &amp; Employee Assistance</b>	<ul style="list-style-type: none"> <li>• Occupational Sick Pay - Above statutory minimum entitlements, up to 6 months full pay and 6 months half pay.</li> <li>• Free independent support and advice in matters relating to health in the workplace.</li> <li>• Free 24/7 advice on any challenges you encounter in life from moving house to family crises.</li> </ul>
<b>Occupational Maternity, Paternity or Adoption Leave</b>	<ul style="list-style-type: none"> <li>• Above statutory minimum entitlements.</li> </ul>
<b>Bereavement Leave</b>	<ul style="list-style-type: none"> <li>• <b>Immediate family:</b> 1 days' leave</li> <li>• <b>In special circumstances:</b> Up to 2 days' leave</li> <li>• <b>If responsible for funeral arrangements:</b> Up to a further 2 days' leave</li> </ul>
<b>Professional Development &amp; Memberships</b>	<ul style="list-style-type: none"> <li>• Reimburse of professional membership subscription costs that are related to your role.</li> <li>• Fees for all approved development paid for by TfN.</li> </ul>
<b>Salary Sacrifice Schemes</b>	<ul style="list-style-type: none"> <li>• Child Care Voucher Scheme - <i>Easier Childcare provider payments and TAX and NI savings via salary sacrifice.</i></li> <li>• Cycle to Work Scheme - <i>Cycle &amp; equipment purchase and TAX and NI savings via salary sacrifice.</i></li> <li>• IT Equipment Purchase Scheme - <i>IT equipment purchase via salary sacrifice.</i></li> </ul>
<b>Facilities (Leeds &amp; Manchester Offices)</b>	<ul style="list-style-type: none"> <li>• Secure cycle storage points and free shower facilities at both of TfN's main offices in Leeds &amp; Manchester offices.</li> </ul>
<b>Relocation</b>	<ul style="list-style-type: none"> <li>• Up to £8,000 towards the cost of relocating to the North of England.</li> </ul>