

## Outline of conditions of service

### Information Management and Governance Officer

1. Normal hours of work are 37 per week. A flexi-time system is in operation.
2. Annual leave entitlement is 26.5 days pro-rata, rising to 30 days pro-rata after 5 years' continuous service, and calculated from date of commencement. Public and privilege holiday entitlement is 11.5 days pro-rata.
3. The salary range for this posts is:
  - E2 range: £27,156 – £34,224 per annum (pro-rata)

Placement in the pay range is dependent on qualifications and relevant experience. Existing SFC staff appointed on a level transfer will retain their current salary.

4. Salaries are reviewed annually in April for staff who commence employment prior to 1 October in the preceding year. Under current arrangements salary increases (base pay and progression) for all staff are determined in negotiation with the recognised union and are awarded to staff that have performed satisfactorily in the previous year.
5. All staff are paid monthly in arrears by bank credit transfer on the last working day of every month.
6. The Civil Service pension scheme has recently been reformed and at present on joining SFC you will be auto-enrolled into the alpha pension scheme, which is an occupational pension scheme where member contributions are based on the salary received per month. The full-time pay range for this post means that staff would pay a pension contribution of 5.45%. There is also a Partnership pension account, a stakeholder pension with an employer contribution based on your age, to which you do not have to contribute but if you do, your employer will also match your contributions up to 3% of pensionable pay. Depending upon recent past public sector pension scheme membership other conditions may apply. Further information on pensions can be found on the [Civil Service Pensions website](#). The above information is provided for guidance purposes only and may be subject to change by SFC or the Civil Service Pension Scheme.
7. Further to the Asylum and Immigration Act 1996, if invited to interview you will be asked to provide documentation that you are eligible to work in the UK.

8. Closing date for applications is **5pm on 28 September 2017**. Applications and completed equal opportunities monitoring forms can be sent by mail or electronically to [jobs@sfc.ac.uk](mailto:jobs@sfc.ac.uk).
9. It is planned to hold interviews in the week commencing **16 October 2017**.
10. Due to limited resources, only shortlisted candidates will be notified. Please assume that you have not been shortlisted, if you have not heard from us within 4 weeks of the closing date.

***Committed to equality of opportunity***