

HEAD OF DIGITAL AND TRANSFORMATION

Terms and Conditions of Employment

CONTRACT

This is a permanent contract of employment.

PROBATION PERIOD

This role will be subject to a probationary review period of six months.

The probationary procedure applies to all new appointments that are expected to last for at least six months.

CONDITIONS

Conditions of service will be in accordance with the Joint Negotiating Committee for Chief Officers of Local Authorities, any local agreements are agreed determined by the Council in consultation with recognised trade unions.

POLITICAL RESTRICTION

This is a politically restricted post in accordance with the Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009.

SALARY

The salary for the role is a locally agreed grade made up of five salary points as follows:

£64516
£66061
£67612
£69159
£70709

PENSION

New employees automatically become a member of the generous Local Government Pension Scheme (LGPS) unless they opt out. Both employees and the Council make contributions to the scheme. The scheme also includes death in service grants. The scheme also includes death in service grants. New pension bands are expected from 1 April 2018 the employee contribution will be 9.90%.

HOURS OF WORK

The working week will be 37 hours per week. However, in an appointment of this senior nature hours/days of work must be flexible and hours may occasionally be in excess of an average 37 hour week. Attendance at evening meetings will be required and is an integral part of this job and this has been taken into account in determining the salary range for the job.

ANNUAL LEAVE

Will be 30 days basic entitlement plus 3 extra days after 10 years continuous local government service prior to the commencement of the leave year.

Christmas leave entitlement - to achieve a longer Christmas break the Council has made arrangements incorporating the two extra statutory days previously granted to employees on a flexible basis and one extra day given by the Council to make the break continuous.

NOTICE PERIODS

The period of notice is three calendar months.

PERFORMANCE REVIEWS

There will be performance reviews linked to the setting and achievement of the responsibilities and accountabilities of the job, and identifying any continuing personal development needs to maintain a high level of performance.

RELOCATION PACKAGE

In approved cases, some financial assistance is available to newly appointed, permanent employees who live more than 25 miles outside of Crawley and move to live nearer.

BENEFITS

Access to a reward portal that provides instore and online discounts to a range of high street shops, sports and leisure facilities.

LOANS

Permanent employees can take advantage of the Council's loan schemes for cars, bicycles and travel season tickets.

PRE EMPLOYMENT

All jobs offers are subject to satisfactory pre-employment checks.

Employment references

You must give details of a referee who can give us an assessment of your suitability for the post. Personal references are not acceptable. If you are employed your referee must be your current employer, if unemployed your referee should be your most recent employer.

Health Screening

If selected, you will be required to undergo an appropriate health screening process. This involves you completing a confidential health questionnaire which our Occupational Health Service use to assess your fitness for the post. If Occupational Health need further information, or wish to see you they will contact you directly.