



Conditions of Service

Post	Senior Registration Advisor
Employment status	Permanent
Grade	Pay Band G / SCP 19-22
General	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
Hours of work	36 hours per week
Salary	£29,777 to £31,364 per annum
Basic annual leave	172.80 hours per annum
Medical	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
Training	The Council is a recognised 'Investor in People' and encourages training and development for all employees.
Pension	You are automatically entered into the Local Government Pension Scheme, unless you elect not to join. Employees with contracts of employment of less than three months are not eligible to join the scheme. Contributions rates are dependant on salary as per the contribution rates shown below.
Childcare vouchers	The Council is in partnership with a childcare voucher provider, Sodexo who offer existing members a salary sacrifice scheme. However, due to government changes the childcare voucher scheme closed to new entrants in October 2018. Therefore if you were not an existing member of Sodexo prior to October 2018, you will not be eligible to join. There is a government alternative to the Childcare Voucher Scheme called Tax Free Childcare. Further information can be found on the Government website.
Car status	Casual Car Parking is available at Council Offices and is currently free of charge.



Induction

All new starters will take part in a two day Induction Programme on day 1 and 2 of their employment. Further details will be issued to successful candidates before employment commences.

Pension contribution rates

You will be automatically enrolled into the Local Government Pension Scheme (LGPS) which involves the Council and you paying contributions to build up your pension benefits in the Merseyside Pension Fund. Details of contribution rates, how to opt out of the scheme, paying extra contributions, transferring benefits and other useful information can be found at www.mpfmembers.org.uk

Additional information

The Council has hybrid working arrangements for many of our roles with a combination of homeworking, office and site working as required.

Please note that in accordance with the Council's policy, employees who are in a formal redeployment situation will be considered in the first instance for all vacancies.

We reserve the right to close this vacancy earlier than the specified date should we receive sufficient applications.

CVs/Applications can only be accepted through the Jobs page following registration. Forms received via the post will not be processed.

The job description and other supporting documents will not be accessible once the vacancy closing date has passed so if a copy is required you should download it now.

Employee and Member Assistance Programme

Through the Vivup Employee Benefits Scheme KMBC employees can get exclusive discounts at supermarkets, retailers and food and drink outlets. Discounts are also available on household bills. As well as discounts and offers, the Vivup App offers lots of health, wellbeing and happiness benefits. Employees can get support with mental, physical or personal issues including weight management, debt advice, menopause support, sleeping, relaxation and mediation.