



## Conditions of Service

<b>Post</b>	Business Support Officer
<b>Employment status</b>	Permanent
<b>Grade</b>	Pay Band G / SCP 19-22
<b>General</b>	The conditions in the National Joint Council for Local Authority Services (Green Book) will apply.
<b>Hours of work</b>	<p>36 hours per week</p> <p>At Knowsley Council we will consider requests for flexible working. For most roles, the following types of flexibility are usually possible: flexible hours, hybrid working-working from home and office on days agreed with your Line Manager, compressed hours, part-time.</p>
<b>Salary</b>	£31,067 to £32,654 per annum
<b>Basic annual leave</b>	172.8 hours per annum
<b>Medical</b>	The successful applicant will be required to complete a medical questionnaire and may also be required to undergo a medical examination.
<b>Training</b>	The Council is a recognised 'Investor in People' and encourages training and development for all employees.
<b>Pension</b>	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.
<b>Childcare vouchers</b>	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 <b>new</b> 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.
<b>Car status</b>	<p>Casual (Delete as appropriate)</p> <p>Car Parking is available at Council Offices and is currently</p>



### **Sponsorship**

free of charge.

### **Induction**

Please note that sponsorship is not available for this post

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](http://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



*Knowsley Council*

mental, physical or personal issues including weight management, debt advice, menopause support, sleeping, relaxation and mediation.