**Post:** Programme Assistant, Discover England’s National Parks Programme  

**Date:** 15 September 2017

**Summary of main conditions of employment**

This is a temporary appointment until 31 March 2019. Employment is limited in this way as external funding is only available for this period.

a) The salary payable will be within Peak District National Park Authority Scale D (salary points 14 – 17 of the current national Local Government pay spine). This is an incremental scale as follows:

<table>
<thead>
<tr>
<th>Salary Point Number</th>
<th>Gross Salary per year</th>
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<tbody>
<tr>
<td>14</td>
<td>£16,781</td>
</tr>
<tr>
<td>15</td>
<td>£17,072</td>
</tr>
<tr>
<td>16</td>
<td>£17,419</td>
</tr>
<tr>
<td>17</td>
<td>£17,772</td>
</tr>
</tbody>
</table>

Salary payments are made monthly by direct credit to either a bank or building society account.

b) Except where varied and supplemented by local agreements and arrangements, the terms and conditions of employment of this post are in accordance with the provisions of the national agreement of the National Joint Council for Local Government Services.

c) The current mileage rate for official mileage if a pool vehicle is not available is 40 pence per mile up to 5,000 miles per year and 25p per mile thereafter. The postholder will be expected to arrange business use cover before undertaking any journeys on the Authority’s behalf.

d) The hours of work for this post are 37 per week worked as follows:

- **Monday** 0845 – 1245 and 1340 – 1700
- **Tuesday – Friday** 0845 – 1245 and 1335 – 1700

This post may require very occasional weekend/evening working.
A flexitime scheme is in operation and the postholder will be eligible to join, subject to requirements to maintain public cover.

e) Leave entitlement will be based on a full-time entitlement of 25 days per year (rising to 30 days per year at the start of the week following the completion of 5 years’ continuous local government service) and 8 statutory holidays per year.

f) The post is not open to job sharing. A copy of the Authority’s guidelines on job sharing is available from the Head of Human Resources at the National Park Office, Bakewell on request.

g) This is not a politically restricted post within the meaning of the Local Government and Housing Act, 1989.

h) Employees are required to maintain conduct of the highest standard such that public confidence in their integrity is sustained.

The Authority has a Code of Conduct which explains the standard of conduct we expect.

i) The Authority’s scheme for the reimbursement of removal and relocation expenses does not apply to this appointment.

j) All eligible Authority employees aged under 75 who have specified contractual hours for more than three months are automatically enrolled into the Local Government Pension Scheme (LGPS).

k) The Authority operates a Smoking at Work policy which includes smoking restrictions additional to those introduced by the Health Act 2006.

l) The employment may be terminated by either party (the employee or the Authority) giving written notice of 1 month.

m) The post is based at Aldern House.

Flexible Working
We want to help staff achieve a better balance between work and the rest of their lives and recognise that by doing so we will improve services. We have developed a Flexible Working Policy and guidelines which are designed, where possible, to give greater flexibility of when and where staff work and in their leave arrangements.

Arrangements are only put in place if there is team support and if service delivery is not likely to be compromised. These arrangements are not changes to contracts of employment and are therefore subject to change or revocation if service delivery is found to have been adversely affected.
The guidelines include:

- Innovative Working Arrangements, e.g. 9 day fortnights
- Occasional and regular homeworking
- Leave Arrangements, e.g. banking leave, unpaid leave for study or travel

If you would like to find out how the options might apply to you at this application stage please contact Human Resources at Aldern House and ask for a copy of our Flexible Working Policy.

**Childcare Voucher Scheme**

The Authority operates a salary-sacrifice Childcare Vouchers scheme in conjunction with Computershare Voucher Services. This is a tax-efficient way for parents to buy childcare vouchers to use with a registered provider. Further details from Human Resources at Aldern House. This Scheme is not available to casual staff.