

Conditions of Service  
Assistant Director – Housing and Community Safety

This post is subject to the Schemes and Conditions of Service of the Joint Negotiating Committee for Chief Officers of Local Authorities as supplemented by any local collective agreements negotiated on behalf of the employees and by the rules of the Council.

**Health**

Prospective employees must be cleared by the Occupational Health Service as medically fit for employment by City of York Council, and are advised not to give notice to terminate their present employment until clearance has been received.

**Probationary period**

Appointments from outside local government are subject to the successful completion of a six month probationary period.

**Reporting line**

This post reports to the Corporate Director (Health, Housing and Adult Social Care)

**Targets**

Objectives and targets will be agreed with the Corporate Director of Health Housing and Adult Social Care to reflect the Council's strategic priorities.

**Salary\***

The appointment will be made in the Assistant Director's grade range. The salary levels within the grade are as follows:

Point 4	£79,459
Point 3	£76 592
Point 2	£74 060
Point 1	£71 521

The starting salary will be determined by the Appointments Panel of elected Members.

Salaries are paid on the last working day of the month. The salary is indexed to the JNC cost of living pay awards currently effective from 1st April each year.

**Annual leave**

The annual leave entitlement is 30 days increasing by five days after five years continuous local government service, plus eight public holidays per annum.

**Pension**

Membership of the Local Government Pension Scheme will be automatically continued for all employees who transfer from another Local Authority, unless they gave notice that they no

longer wish to contribute. Membership of the scheme is automatic for new employees unless they state otherwise.

### **Car mileage for business use/Car parking**

A mileage allowance of 45.0p per mile (up to 10,000 miles) is payable for business use.

### **Hours of Work**

Working hours in this post will be subject to the needs of the service.

### **Whole time service**

The postholder will be expected to devote his or her whole time to the work of the Council and not engage in any other business or employment without the prior knowledge and approval of the Council.

### **Sickness Absence**

Any entitlements related to absence due to sickness or injury is as set out in the JNC for Chief Officers' agreement. Officers are entitled to receive sick pay for the following periods:

During 1 <sup>st</sup> year of service	1 month's full pay and (after completing 4 months service) 2 months half pay
During 2 <sup>nd</sup> year of service	2 months full pay and 2 months half pay
3 <sup>rd</sup> year of service	4 months full pay and 4 months half pay
During 4 <sup>th</sup> & 5 <sup>th</sup> year of service	5 months full pay and 5 months half pay
After 5 years of service	6 months full pay and 6 months half pay

### **Retirement**

The normal retirement age of all Council employees, irrespective of gender, is 65 years.

### **Period of Notice**

The written notice required to terminate employment in this post will be three months on either side.

### **Canvassing**

Applicants for appointment must not canvas any Member or employee of the City of York Council in respect of their application. There is, however, no objection to any of the

aforementioned providing written references in respect of applicants. Applicants related to any of the above must disclose the fact.

**Political Restriction**

This post is politically restricted and is subject to the restriction of political activities imposed by the Local Government and Housing Act 1989, and as outlined in the City of York Council's Employee Code of Conduct.

**Further Information**

If you would like an informal discussion about the post, please contact Sharon Houlden, Corporate Director of Health Housing and Adult Social Care.