Terms and Conditions

Job Title: Head of Estates

You will be based at Fire Service Headquartersor in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

This post has been designated a hybrid working post which means the postholder’s working time will be split between the workplace and home.  The actual working pattern and number of days at each will be agreed locally with the line manager and will be determined based on the service needs. The contract of employment will outline all terms and conditions specific to hybrid working and these should be carefully considered.

Salary is Grade EO2: £58,324 rising to £61,356 by 3 annual increments.

Salaries paid monthly by credit transfer to bank or building society.

Hours are 37 per week. The normal working week is 37 hours from Monday to Friday with a minimum break of 20 minutes. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

Leave entitlement is, if working 5 days per week the full years entitlement will be 27 days rising to 32 - after 5 years’ service, plus any statutory public holidays that may fall. If working less than 5 days per week this leave will be pro-rated accordingly.

You will automatically join the Local Government Pension Scheme unless you opt out, further information will be given with contract of employment.

The position is subject to a 6-month probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line Managers after 3 months and again after 51/2 months. If any problems are identified, guidance will be given, and probation may be extended. However, if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period, your appointment will be confirmed and will then be subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations and a canteen is available at HQ. There are various social sections such as a walking section, scuba diving section and also discounts on things such as annual travel insurance.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

The post is subject to receipt of satisfactory references, medical screening, Disclosure and Barring check and completion of Baseline Protective Security checks.