Terms and Conditions

Job Title: PAIT Administrator

You will be based at Fire Service Headquarters or 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 3: £27,269 to £28,163 by 2 annual increments.

The pro-rata salary is £10,907.60 to £11,265.20. Salaries are paid 4-weekly by credit transfer to bank or building society. Please note, from 1 January 2025, salaries will be paid on the 15th of each month.

This position is fixed term for 6 months due to job share colleague temporary reduction in hours. If the requirements for you to undertake the work for which you have been engaged cease or diminish earlier than this time period, or on at the discretion of the Authority then your fixed term contract of employment will be brought to an end earlier subject to 4 weeks’ notice.

Temporary/Fixed Term Posts (Secondment) - External

If you are applying for this role as a secondment, please ensure you have obtained the necessary permission from your employer before applying.

Hours – 14 hours 48 minutes per week, Monday and Tuesday.

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.

Special Conditions/Exclusions and Hours of Employment PREVENTION/PROTECTION ONLY

In addition to the above flexible scheme of hours this post excludes the following provisions of National and/or Local Conditions of Service which shall therefore not apply to this post:

Part 3, paragraphs 2.3, 2.6, 2.7 of the National Conditions of Service which refer to the hours of work and rates of pay and Part 1, paragraph 3 of the Local Conditions of Service which specify the working week and hours of work. The following Special Conditions which apply different conditions of employment to those set out in National / Local Conditions of Service relating to working hours, rates of pay and, other arrangements will apply to your contract of employment:

A 37-hour week is in operation and flexibility will be permitted in accordance with the scheme of flexible working hours. You will generally work between the hours of 0800 to 1800 hours, Monday to Friday. However, you will be required to work such other hours as are necessary for the execution of your duties. Enhanced overtime payments and time off in lieu will only be made in line with National Conditions of Service for short notice overtime where management have provided less than 4 weeks’ notice and you have an average working week of more than 37 hours. Where a minimum of 4 weeks’ notice has been provided there will be no enhancement for working overtime on evenings, weekends and public holidays; should any working week average more than 37 hours, you will be entitled to time off in lieu (to be agreed between yourself and your Line Manager) on an hour for hour basis.

**Peripatetic Nature of Work**

You will be based at Fire Service Headquarters and be required to work and be based in various locations in the West Yorkshire region dependant on organisational requirements. If you travel from your home to a work location, whatever the means of transport used, even if the Authority provides it, will be regarded as commencing your working time on leaving your last work site.

Leave entitlement, if working 5 days per week the full year’s entitlement will be 23 days annual leave – plus any statutory public holidays that may fall. The point to note is that when you reach scale point 12 of Grade 3, your annual leave will increase to 24 days annual leave (an extra day). Annual leave rises to 29 after 5 years. Working less than 5 days per week this leave will be pro- rated accordingly.

Automatically join Local Government Pension Scheme - unless 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 manager after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. 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 appointment will be confirmed and then 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; various social sections such as a walking section, scuba diving section; 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.

During the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer. The post requires a full valid driving licence. You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.

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