

The Package We Offer

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services (NJC) as supplemented by local agreements and policies of the council. The main terms and conditions which apply are set out below.

Contract Duration

Permanent

Remuneration

Procurement Analyst

P04

Salary £38,964 to £41,613

Salary Payment

Salaried staffs are paid in the form of a credit transfer to a bank or building society on the 15th of each month. If the 15th falls on a Saturday or Sunday, the payment will be made on the preceding Friday.

Hours

Full Time, 36 Hours

The normal working week is 36 hours but the nature of the posts are such that you will be required to undertake duties outside and/or in addition to normal working hours including attendance at Committee meetings. The appointment is to the whole-time service of the council and the post holder shall not engage in any other business or take up any additional employment or appointment without the express consent of the council.

Annual leave

The minimum annual leave is 26 days rising to 32 days depending on grade and length of service in the local government and Brent Council.

In addition to the entitlement detailed above, you will receive the normal public and statutory holidays (part-time/job share staff will receive a pro-rata allowance).

The Annual Leave period runs from 1 April to 31 March.

Probation Period

Every new employee to local government is subject to a probationary period of employment, usually of 6 months. Subject to a satisfactory report by your employing business unit, you will become a permanent employee

of the council after that period. Probationary periods may not apply to people transferring from one authority to another, unless there is a break in service, or if the current job is significantly different.

Period of notice

Two months

Salary Progression

Increments for officers who are appointed by 30th September will be paid on 1st April until the maximum of the grade is reached. Officers appointed from 1st October to 31st March will be paid after completing six months in post.

Pensions

All employees who have a permanent contract or temporary staff who have a contract of three months or more automatically join the Local Government Pension Scheme (LGPS) or they can opt out and make their own pension arrangements.

Once admitted to the council scheme, employees remain in it until they opt out or cease employment. Scheme members pay a contribution in accordance with 7 pay bands. Contributions are tax free and members also pay reduced national insurance contributions. Details of the LGPS, including the pension contribution bands, are given in your pension starter pack. Your contribution rate will be shown on your payslip.

Parental Leave

New employees who start with Brent (regardless of previous Local government service) are entitled to National Joint council conditions of service for maternity leave as follows: Staff who have completed one year's continuous service with Local government at the beginning of the 11th week before the birth will be entitled to:

6 weeks at nine-tenths of a week's pay (whether or not intending to return to work).

12 weeks at half pay and Statutory Maternity Pay (having declared an intention to return to work for at least 3 months).

May remain absent for up to 29 weeks from the beginning of the week in which the confinement occurs.

Staffs that have less than one year's continuous local government service at the 11th week before childbirth will be entitled to:

Statutory Maternity Pay (following 26 weeks continuous employment before the 15th week before childbirth). The right to remain absent for up to 18 weeks. Five days Maternity Support Leave is also available for the child's father or partner or nominated carer of an expectant mother at or around the time of the birth.

Job Base

The postholder will be contracted to work at any location within the London Borough of Brent.

Travel Arrangements

Brent Council makes interest free loans to employees wishing to purchase an annual season ticket.

Training

The council is committed to developing its workforce and has achieved Investors in People accreditation across the whole authority.

Equal Opportunities at Work

Brent Council is an equal opportunities employer. This means that no candidate will receive less favourable treatment because of his or her race, colour, nationality or national origins, gender, marital status, use of mental health services, age, disability, religion or through being lesbian or a gay man. The council's recruitment procedures are reviewed regularly to ensure that applicants are considered solely on the basis of their skills and abilities. Racial and sexual harassment are not tolerated and can lead to disciplinary action.

Racial Classification

As part of its equal opportunities monitoring procedures, the council wishes to ensure that people from different racial groups are not discriminated against when they apply for jobs.

The job application form, therefore, seeks details of the applicant's race, in order to monitor this aspect of equality of opportunity. Candidates are asked to use the recent origin of their forbears as the basis of a self-assigned classification.

Trade Unions

All council employees are encouraged to join an appropriate trade union.

Criminal Records Bureau Disclosure (if relevant to the post)

Successful applicants will be required to obtain an Enhanced Criminal Record Disclosure considered satisfactory by the Council. The London Borough of Brent is an Equal Opportunities employer and having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences. We will not unfairly discriminate against you on the basis of conviction or other details revealed. However, we are also fully committed to protecting our vulnerable clients and will fully comply with the Criminal Record Bureau code of practice. For a copy of the code, please visit www.disclosure.gov.uk or request a copy from Human Resources. Failure to disclose information or providing deliberate false information in order to gain employment may lead to your dismissal or a withdrawal of an offer of employment.

Rehabilitation of offenders Act

This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

Applicants may wish to visit Brent Council's award winning web site at www.brent.gov.uk