

BERWICKSHIRE HOUSING ASSOCIATION LTD

EMPLOYMENT INFORMATION

<b>Post</b>	<b>Human Resources Advisor</b>
<b>Employer</b>	<b>Berwickshire Housing Association Ltd</b>
<b>Location</b>	<b>Headquarters, 55 Newtown Street, Duns TD11 3AU</b>
<b>Salary</b>	On a range from £18,900 to £23,600 dependent on experience and qualifications
<b>Hours of Work</b>	35 hours per week - Monday to Friday
<b>Holidays</b>	Based on 20 days per annum rising to 25 days after 5 years service. Leave year is from 1 April to 31 March. (In addition there are 12 public/local holidays per annum).
<b>Flexi Time</b>	This post is included in the Flexi Scheme.
<b>Sick Pay</b>	During 1st year of service – Up to 1 month's full pay and (after completing 4 months' service) up to 2 months' half pay During 2nd year of service – Up to 2 months' full pay and up to 2 months' half pay During 3rd year of service - Up to 4 months' full pay and up to 4 months' half pay During 4th and 5th years of service – Up to 5 months' full pay and up to 5 months' half service pay After 5 years' service – Up to 6 months' full pay and up to 6 months' half pay
<b>Working Terms</b>	<p>BHA is part of a group of organisations and from time to time the requirement for cross company working may arise in one of the subsidiary companies, commensurate with the post and business development requirements of the Association.</p> <p>The post holder is required to abide by the terms and conditions of the post in particular with respect of Risk Management, Equal Opportunities and Health and Safety practice. These are detailed in the Terms and Conditions of Employment and the staff handbook.</p> <p>At all times the employee will be expected to promote the work of the company and Association in line with the aims, objectives and values of the group organisation.</p>
<b>Smoking at Work</b>	Your place of work is designated non-smoking.
<b>Car User Allowance</b>	A Casual Car User mileage allowance is available for this post.
<b>Period of Notice</b>	1 month
<b>Qualifications</b>	A copy of qualification certificates must be given to the Head of Human Resources on receipt of a job offer.
<b>Pensions Scheme</b>	A 1/60 <sup>th</sup> contributory Career Average Pension Scheme operated by the Pensions Trust is available with employees currently contributing 6.6% and the employer contributing 13.3%.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• A childcare voucher scheme is available</li><li>• CIPD membership fees will be paid annually by the employer</li><li>• The Association encourage the Personal Development of employees through training</li></ul>