

## **Key terms of appointment**

### **Term**

The role is a permanent appointment.

### **Base salary**

The salary will be £100,000.00 subject to annual review.

### **The Post**

The post holder will be required to travel regularly across the Avon and Somerset region. The post holder should have access to a vehicle or be able to make alternative arrangements to meet the requirements of the post. Mileage allowance at usual rates will be paid.

### **Place of Work**

The workplace will be the Office of the Police & Crime Commissioner, Valley Road, Portishead, Bristol or at such other place of employment in the service of Avon & Somerset Police & Crime Commissioner.

The OPCC team is currently working from home in line with government requirements for the covid-19 pandemic. It is expected that going forward a pattern of home based and office working will be adopted for all staff including the Chief of Staff. This balance will be dependent on the demands of the role. The Chief of Staff will lead the proposals for post pandemic working arrangements in consultation with the PCC.

### **Working pattern and hours of work**

The post holder is required to work 5 days per week – 37 hours (Monday to Friday). Due to the nature of the role, the applicant will be required to be flexible in terms of the total number of hours worked each week and their availability. There may be a requirement for occasional evening and weekend working to fulfil the requirements of the role.

### **Line Management**

The post holder will be managed by the Police & Crime Commissioner.

### **Notice period**

The appointment will be subject to a twelve week notice period in writing on either side subject to usual employment law.

### **Relocation costs**

If taking up the role requires the postholder to move into the area a relocation scheme is available.

### **Pension**

You will, on joining Office of the Police & Crime Commissioner, be automatically admitted to the Local Government Pension Scheme. The current LGPS for new members is the CARE scheme. This is an average salary scheme that accrues 1/49<sup>th</sup> of pensionable pay for each year worked. Pension is payable upon state retirement age.

Different arrangements may apply for those already within the LGPS and it may be possible to transfer pension pots into the LGPS upon joining.

**Appointment confirmation**

The appointment will be subject to satisfactory references and medical clearance.

The appointment will also be subject to national security vetting clearance.

The appointment is subject to a confirmation hearing with the Police & Crime Panel.