

## **Chief Executive - Indicative Terms & Conditions of Employment**

Outlined below are the main Terms and Conditions of Employment for information only. They do not constitute a contractual agreement and a full Contract of Employment will be issued to the successful applicant on appointment.

<b>Condition</b>	<b>TfN Package</b>
<b>Annual Salary</b>	<ul style="list-style-type: none"> <li>Up to £150,000 per annum.</li> <li>Commencing salary subject to negotiation and agreement with the successful candidate.</li> </ul>
<b>Contract Term</b>	<ul style="list-style-type: none"> <li>Permanent Contract.</li> <li>TfN will also consider applications from candidates seeking to undertake the role on a secondment basis for a period of up to two years.</li> </ul>
<b>Continuity of Employment</b>	<ul style="list-style-type: none"> <li>Previous continuous service within local government recognised by TfN (as per the Redundancy Modification Order).</li> </ul>
<b>Working Hours</b>	<ul style="list-style-type: none"> <li>Normal business hours are 37 hours per week. You will be expected to work flexibly to meet business needs, within UK legislative boundaries.</li> </ul>
<b>Place of Work</b>	<ul style="list-style-type: none"> <li>Flexible but with a requirement to regularly work from our offices in Manchester.</li> </ul>
<b>Notice period</b>	<ul style="list-style-type: none"> <li>Six months' notice required on both the employee and employer sides.</li> </ul>
<b>Pension</b>	<ul style="list-style-type: none"> <li>Membership of the Local Government Pension Scheme. No loss of continuation of service if already working in Local Government.</li> <li>Further details available at <a href="http://www.lgps.org.uk">http://www.lgps.org.uk</a></li> </ul>
<b>Leave Entitlement</b>	<ul style="list-style-type: none"> <li>27 days annual leave per annum, 2 extra day's leave after 5 years' service and a further 2 day's leave after 10 years' service.</li> <li>8 statutory bank holiday days per annum.</li> </ul>
<b>Home to Work Travel</b>	<ul style="list-style-type: none"> <li>Interest free loan (via Salary Sacrifice) to towards the annual cost of a suitable work to home public transport travel pass.</li> </ul>

Condition	TfN Package
<b>Professional Development &amp; Memberships</b>	<ul style="list-style-type: none"> <li>• Reimbursement of professional membership subscription costs that are related to your role.</li> <li>• Fees for all approved development paid for by TfN.</li> </ul>
<b>Occupational Health &amp; Employee Assistance</b>	<ul style="list-style-type: none"> <li>• Occupational Sick Pay - Above statutory minimum entitlements, up to 6 months full pay and 6 months half pay.</li> <li>• Free independent support and advice in matters relating to health in the workplace.</li> <li>• Free 24/7 advice on any challenges you encounter in life from moving home to family crises.</li> </ul>
<b>Occupational Maternity, Paternity or Adoption Leave</b>	<ul style="list-style-type: none"> <li>• Above statutory minimum entitlements.</li> </ul>
<b>Bereavement Leave</b>	<ul style="list-style-type: none"> <li>• Immediate family or close relations: Up to 5 days' paid leave.</li> <li>• If responsible for funeral arrangements: Up to a further 5 days' paid leave.</li> </ul>
<b>Cycle to work Scheme</b>	<ul style="list-style-type: none"> <li>• Cycle to Work Scheme - <i>Cycle &amp; equipment purchase up to £3,000 and TAX and NI savings via salary sacrifice.</i></li> </ul>
<b>Facilities (Leeds &amp; Manchester Offices)</b>	<ul style="list-style-type: none"> <li>• Secure cycle storage points and free shower facilities at both of TfN's main offices in Leeds &amp; Manchester offices.</li> </ul>
<b>Relocation Allowance</b>	<ul style="list-style-type: none"> <li>• This post is eligible (subject to certain conditions) to claim a relocation allowance of up to £8,000 during the first year of employment.</li> </ul>
<b>Clearances Required</b>	<ul style="list-style-type: none"> <li>• Proof of qualifications (for those essential to the role) will be required. Inability to provide evidence of such qualifications and your Right to Work in the UK will invalidate any offer of employment made.</li> <li>• The appointment is also subject to two satisfactory references and medical clearance being received.</li> </ul>