

## TERMS AND CONDITIONS OF SERVICE

### NURSE ADVISOR (BAND 5)

The terms and conditions of service which apply to these posts are those laid down by the Agenda for Change which replaced the Whitley Council for Nursing and Midwifery Staff.

#### 1. SALARY

The salary scales applicable to the following post are:-

**Nurse Advisor** – £20,710, £21,318, £22,152, £23,019, £23,345, £24,013, £24,831, £25,829, £26,839 *per annum (pro rata where part time)*

Entry point on the salary scale will be dependent on previous NHS experience. Part-time hours are pro rata. Full time hours are 37.5 hours per week.

#### 2. HOURS OF DUTY

The Nurse Advisor posts are available on a part-time basis.

As NHS 24 is keen to promote varied working arrangements part-time working hours will be decided in accordance with a range of options which will take into account both organisational and individual needs.

Full time hours are 37.5 hours per week. To ensure compliance with the Working Time Regulations 1998, you are obliged to inform your manager of all hours worked in all concurrent employment, if applicable.

#### 3. TENURE OF POST

This is a permanent position

#### 4. ANNUAL LEAVE

The NHS 24 annual leave year runs from 1<sup>st</sup> April to 31<sup>st</sup> March each year.

The annual leave entitlement is 27 days, increasing to 29 days after 5 years service and then to 33 days after 10 years service. There are 8 statutory and Public Holidays in each year (Pro rata for part-time hours)

#### 5. PERIOD OF NOTICE

You will be expected to give 1 month's notice on termination of employment.

#### 6. CONDITIONS OF SERVICE

The Conditions of Service are those laid down and amended from time to time by Agenda for Change and/or future partnership agreements.

## **7. SUPERANNUATION**

You have the option to join the NHS Superannuation Scheme, to participate in the State Earnings Related Pension Scheme or to take out a Personal Pension.

Employees' contributions to the NHS Scheme amount to 6% of salary and the employer's contribution equates to 4% of salary. Employees in the NHS Scheme are "Contracted Out" of the State Earnings Related Pension Scheme and pay the higher rate of National Insurance Contribution. A Personal Pension is a private arrangement agreed with the pension provider, which will be an organisation such as a Bank, Building Society or Insurance Company.

Employees are automatically opted into the NHS (Scotland) Superannuation Scheme, however, if you wish to opt out you should obtain Form SB34 from the Human Resources Department.

Nearly all staff who join the NHS Superannuation Scheme are also able to secure additional benefits by paying additional voluntary contributions (AVCs) through a scheme run for the NHS.

## **8. EQUAL OPPORTUNITIES**

NHS 24 is committed to working towards equality of opportunity in employment, both in principle and in practice. Our Equal Opportunities policy is to ensure no job applicant or employee receives less favourable treatment, either directly or indirectly, on grounds of age, ethnic origin, disability, gender, religion and belief, sexual orientation or marital status.

All employees are expected to undertake their duties in accordance with this principle.

## **9. DISABLED APPLICANTS**

A disability or health problem does not preclude full consideration for the job and applications from people with disabilities are welcome. All information will be treated as confidential. NHS 24 has a positive policy towards the employment of disabled people.

NHS 24 guarantees to interview all applicants with disabilities who meet the minimum criteria for the post.

You will note on our application form we ask for relevant information with regards to your disability. This is simply to ensure that we can assist you, if you are called for interview, to have every opportunity to present your application in full. We may call you to discuss your needs in more detail if you are selected for interview.

## **10. ASYLUM AND IMMIGRATION ACT 1996**

Under the Asylum and Immigration Act 1996, NHS 24 is required to carry out checks to ensure that all prospective employees are entitled to live and work in the United Kingdom. You will therefore be asked to provide appropriate documentation prior to any appointment being made.

## **11. MEDICAL SCREENING**

Shortlisted applicants will be required to complete a medical questionnaire, following which they may be required to attend the Occupational Health Service for screening.

## **12. RELOCATION EXPENSES**

In circumstances where NHS 24 approves a candidates requirement to relocate in order to take up post, assistance will be offered with certain removal and associated expenses.

## **13. NO SMOKING POLICY**

NHS 24 premises are a no smoking environment.

## **14. DATA PROTECTION ACT**

Relevant details from your employment application will be retained as part of your employment records if you are appointed. This information will be used for personnel administration and planning work of NHS24. In accordance with the Data Protection Act 1998, copies of personnel records may be obtained by contacting the Human Resources Department.