



Summary of Terms & Conditions of Service

Job Title:	ICT Support Officer	
Salary in the range of:	£28,089 - £30,707, EVH Grade 6 (PA17-20) (This will increase by 1.6% on the 1 st April 2020)	
Hours of Work:	35 per week (occasionally also a requirement to work outwith office hours).	
Leave Entitlement:	Up to 30 days annual and 13 public holidays.	
Place of Work:	31 Garmouth Street, Glasgow, G51 3PR (we will be moving to a new office in April 2020)	
Notice Period:	1 month	
Salary Payment Date:	28 th of each month	
Pension:	CARE 120 th (From 1 st April the contributions will rise to 7.25% employee contribution 8.15% employer contribution)	
Sickness Benefit:	Up to 1 year:	5 weeks full pay 5 weeks half pay
	1 year and under 2 years:	9 weeks full pay 9 weeks half pay
	2 years and under 3 years:	18 weeks full pay 18 weeks half pay
	3 years and under 5 years:	22 weeks full pay 22 weeks half pay
	Over 5 years:	26 weeks full pay 26 weeks half pay
Professional Fees:	One set of relevant professional fees paid annually	