

## Notes on Conditions of Service

### **Place of Work**

The place of work will be College Development Network's premises in Stirling. The postholder will be required to undertake some duties at other locations in Scotland and occasional duties elsewhere in the UK.

### **Contract/Hours of Work**

The post will be offered on a full-time, permanent, basis under a contract of employment. Normal working hours are 35 hours per week between the hours of 8.00am and 6.00pm, Monday to Friday. Teams, however, are required to ensure there is cover within their areas between 9.00am and 5.00pm, Monday to Friday. Notwithstanding these normal hours of work, the postholder will be expected to devote to the post the hours necessary to discharge the duties.

### **Salary/Annual Leave Entitlement**

The salary for the post will be £45,356. The postholder will also be entitled to 41 days annual leave (30 flexible days and 11 public days).

### **Superannuation Scheme**

The postholder will be eligible to join either the Strathclyde Local Government Pension Scheme (LGPS) or the SPPA (Teachers) scheme.

*Note: access to a pension is based on the applicable scheme rules.*

### **Other Employment**

The postholder is not permitted to engage in other employment without the written consent of the Chief Executive.

### **Equality of Opportunity Policy Statement**

CDN wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of discrimination.