

Reward and Benefit Package: Head of Service SCQF Partnership

We are committed to being a best practice employer and in December 2022 were awarded IIP Gold enhanced status in recognition of our positive team culture and supportive working practices.

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| Salary | Salary band as per contract of employment | Paid by direct credit transfer monthly in arrears on 28 th of each month |
| Hours of Work | 35 hours per week | We operate a Flexible Working policy, with set days in the office agreed with your line manager. |
| Salary Review | Annually | Reviewed 1 st April each taking into account cost of living and market benchmarks. SCQFP is a Living Wage employer. |
| Pension | Employer contribution of 12% to a money purchase scheme operated by the employer. | Employee contribution of at least 3% required. Employee contribution must comply with current Government policy |
| Staff Development | | Continuing professional development is encouraged and support provided to further personal career objectives, where these align with the organisation's priorities and values. |
| Fairness Work | | We are committed to Fair Work principles and are a Living Wage employer. Our Remuneration and Benefits Policy provides clarity and consistency about the way remuneration decisions are made |
| Allowances and Subsistence | Rates are reviewed annually | Rates paid are based on the duration and method of travel incurred in the course of business activity and in line with our T&S policy. |
| Mobile Phone | Will be supplied where required. | Mobile phones may be used for appropriate personal calls |
| Holiday Entitlement | 1 st April to 31 st March each year | 25 days (for full time employees) plus 13 public holidays. There is an increase in entitlement after 3 years and again after 5 years' service |
| Health and Benefits | Paid by SCQFP and administered through Westfield Health Plan. The SCQFP will also offset the tax liability on this. | Benefits include proportionate reimbursement of the following: <ul style="list-style-type: none"> • dental treatment • optical treatment • Therapies • Consultation |

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| | | <ul style="list-style-type: none"> • Scanning • Employee Counselling and advice programme • Personal accident cover • GP telephone consultation • Health club concession |
| Social | | Free tea and coffee e supplied within the SCQF Partnership office premises. We positively support social activity outwith the course of normal business activity. |
| Flexible Working Policy | | <p>We already support flexible working and operate a hybrid working business model. We are currently completing an external review of our policies and practices to be completed in Autumn 2023 with staff fully consulted.</p> <p>The organisation has a range of family friendly policies to support individuals in achieving a work-life balance.</p> |