

**Liverpool City Region Combined Authority (LCRCA)**

**Mayors Office**

**Office Assistant**

1. **Conditions of Service**

The conditions of service are derived from the conditions of service established for Merseytravel.

2. **Salary**

SCP 13	£16,370
SCP 14	£16,947
SCP 15	£17,481

You will be appointed at the bottom of the salary scale.

Incremental progression is on 1 April each year until the maximum point on the grade is reached. Incremental progression is subject to satisfactory conduct/performance and six months service in the salary grade by 1 April. The first increment will be awarded six months after the date of appointment, if the employee has not completed six months service in the grade by 1 April.

3. **Fringe Benefits**

(a) Choice of staff Walrus and an Off Peak version for Employees' spouse, civil partner or a permanent partner comparable to a Marital/Civil partner arrangement.

OR

(b) Fast Tag (with 470 journeys pro rata to service) and an Off Peak version of a Walrus ticket for Employee's spouse, civil partner or a permanent partner comparable to a Marital/Civil Partner arrangement.

(c) Payment of one work related professional fee per annum.

4. **Pension**

There is automatic enrolment into the Pension Scheme. The rates are between 5.5% and 12.5% of your pensionable pay. The rate you pay depends on which pay band you fall into. New entrants wishing to opt out of the scheme must contact Merseyside Pension Fund – 0151 242 1397 - for an opt out form.

5. **Working Week**

The successful candidate will be required to work 35 hours per week on a flexible basis.

6. **Leave Entitlement**

The leave entitlement is 28 days per annum (pro rata to service).

7. **Location**

The post holder will be based at No 1 Mann Island in Liverpool City Centre, however, the post holder may be required to travel across the Liverpool City Region as the role requires.

8. **Qualifications**

You must be able to produce proof of any qualifications claimed (including your driving licence, if applicable) as these will be checked at the interview stage and inability to provide evidence will disqualify you.

9. **British Asylum and Immigration Act 1996**

In accordance with the requirements of the British Asylum and Immigration Act 1996 any offers of appointment will be subject to the production of documentary evidence of your legal right to work in this country.

10. **Equality and Diversity**

LCRCA is committed to providing an inclusive working environment where diversity is valued and opportunities are available to all.

11. **No Smoking Policy**

Smoking is not permitted on any premises or in company vehicles.

12. **Conditions of Appointment**

The appointment is subject to a satisfactory medical and two suitable references. New entrants to Local Government service will also be subject to a six month probationary period.

14. **Closing Date**

Friday 20 April 2018. Completed applications forms can be returned to [recruitment@liverpoolcityregion-ca.gov.uk](mailto:recruitment@liverpoolcityregion-ca.gov.uk)

15. **False Declarations**

If any information or declarations made by a candidate are found to be false, either at the recruitment stage or later, they will be disqualified from the process, or if already in employment render them liable to disciplinary action.