

DORCHESTER TOWN COUNCIL

DEVELOPMENT ASSISTANT

TERMS AND CONDITIONS

Date of Commencement:	As soon as possible
Date of End of Contract:	36 months following commencement
Place of Work:	Town Council offices, 19 North Square
Hours of Work:	37 per week, based on flexible working. Occasional evening and weekend work will be required
Salary:	£20,812 pa, rising to £21,575 in year 3
Notice:	One month in writing by either side
Other Conditions:	Free Car Parking is available Training on an approved course will be provided
Leave:	25 days plus Statutory Holidays, all paid
Confirmation of Appointment:	Subject to a) Satisfactory Medical report b) Satisfactory completion of six month period of probation to enable you to demonstrate suitability for the post
Sickness:	First 4 months: No pay Remainder First Year: 1 month Full, 2 months Half Pay Second Year: 2 months Full, 2 months Half Pay Third Year: 3 months Full, 3 months Half Pay
Pension:	You will be automatically enrolled have the right to opt into the Council's Occupational Pension Scheme
All Other Conditions:	Follow the Council's Standard Terms and Conditions of Employment and are available on request