

Mr Paul Smith  
E mail: request-170284-4bbdb2e2@whatdotheyknow.com

28 August

Dear Mr Smith

**Freedom of Information Request  
Decision Notice**

I refer to your request for information under the *Freedom of Information (Scotland) Act 2002* dated 25<sup>th</sup> July and received 29<sup>th</sup> July.

**Your Request**

You requested the following information:

1. An organisational chart indicating all the posts within your institution which constitute your HR function. If HR-related activities (eg Learning & Development, Organisational Development, Health & Wellbeing, etc) are managed outwith your main HR function, please include information on these as well.
2. Details of the overall role and specific duties undertaken by each of the posts detailed in (1) above (eg job descriptions, role profiles, etc).
3. Details of the competencies required for each of the posts detailed in (1) above (eg person specifications, competency frameworks, etc).
4. The remuneration package for each post, including:
  - a. The gross salary range (or spot salary) applicable to each post;
  - b. Any bonus/merit/performance payments that the posts are potentially eligible for and the procedure for awarding these;
  - c. The annual leave entitlement, please detail if bank holidays, institutional closure periods, are in addition or included in the annual leave entitlement.
  - d. Details of any superannuation scheme.
5. Details of your total HR staff cost in £ (sterling) and as a proportion of your
  - a. Institutional income;
  - b. Institutional payroll, including salary on-costs.
6. Details of the total HR budget, including whether this includes staff development for HR staff.

7. Details of any institution-wide, centrally administered staff development budget, how institutional and individual priorities are set and the process for allocating and/or accessing these funds

To place this data in context I shall be grateful if you would also provide me with the headcount and full-time equivalent of your:

1. Academic staff
2. Support staff

## **Our Response**

With regard to your request for information about the above I am pleased to provide the following:-

1. Please see attached.
2. & 3 Please see attached.

The Director of Organisational Development and Performance is a member of the Senior Management Team. The SMT operate on the basis of portfolios of responsibility and are not issued with a standard job description. The responsibilities which relate to this post include HR and organisational development, Health and Safety, information development, nursery provision and the central secretariat administration team.

4. The remuneration package for each post, including:
  - a. The gross salary range (or spot salary) applicable to each post;

Please see relevant job description and pay scales.

The grade applicable to the post of Director of Organisational Development and Performance is a spot salary. This information is not being released as, under Part 2, Section 38 of the Freedom of Information (Scotland) Act 2002, this information is exempt information as it is personal data relating to a third party, and the release of such would be in contravention of the data protection principles under the data Protection Act 1998.

- b. Any bonus/merit/performance payments that the posts are potentially eligible for and the procedure for awarding these;

Not applicable

- c. The annual leave entitlement, please detail if bank holidays, institutional closure periods, are in addition or included in the annual leave entitlement.

Please see relevant job descriptions.

The annual leave entitlement etc for the Director of Organisational Development and Performance is the same as shown in the attached job descriptions.

- d. Details of any superannuation scheme.

Please see attached LGPS and STSS.

Both are attached as the Director of Organisational Development as a member of the SMT has the option to join either scheme.

5. Total HR staff cost for 11 months to 30 June 2013 is £183,084
- 5a. 1.13%
- 5b. 1.96%
6. Total HR budget for 11 months to 30 June 2013 is £252,303. This does not include staff development for HR staff.
7. Staff development budget for 11 months to 30 June 2013 is £47,167. The funds are set towards strategic priorities which largely meet the costs of statutory compliance training, teacher training and qualifications. Applications are made through a process which also includes funding applications to UHI. Monies go towards funding the annual staff development week to which all staff have access to a range of training and CPD. This figure does not include the cost of travel and subsistence, or backfill to release staff to attend training or backfill for to release staff to deliver programmes to staff in house.

FTE support and academic for year ending 30/06/13:

1. Academic staff –152.96FTE
2. Support staff – 125.6 FTE

### **Your right to seek review of our decision**

I trust that the information provided is helpful. However, if you are not satisfied with our response or our reasons set out above, you have 40 working days in which to request a review of our decision. Any request should be put in writing and should:

- (a) describe the nature of your original request; and
- (b) explain the reasons why you are not satisfied with our response.

Your request for a review should be sent to:

Review Officer – Freedom of Information  
Inverness College  
3 Longman Road  
Longman South  
Inverness IV1 1SA  
Or by email to: [FOI@inverness.uhi.ac.uk](mailto:FOI@inverness.uhi.ac.uk)

If you remain dissatisfied with how your request for information has been dealt with, you also have the right to apply to the Scottish Information Commissioner for a decision as to whether we have handled your request properly.

Information relating to your right to seek review is available from the Scottish Information Commissioner's web page at:  
<http://www.itspublicknowledge.info/faqs.htm> or by contacting the Scottish Information Commissioner's Office at the following address:

Scottish Information Commissioner,  
Kinburn Castle,  
Doubledykes Road, St Andrews,  
Fife KY16 9DS  
Telephone: 01334 464610  
Fax: 01334 464611  
E-mail: [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info)  
Website: [www.itspublicknowledge.info](http://www.itspublicknowledge.info)

If you are not satisfied with the manner in which we handled your request you can lodge a complaint by contacting:

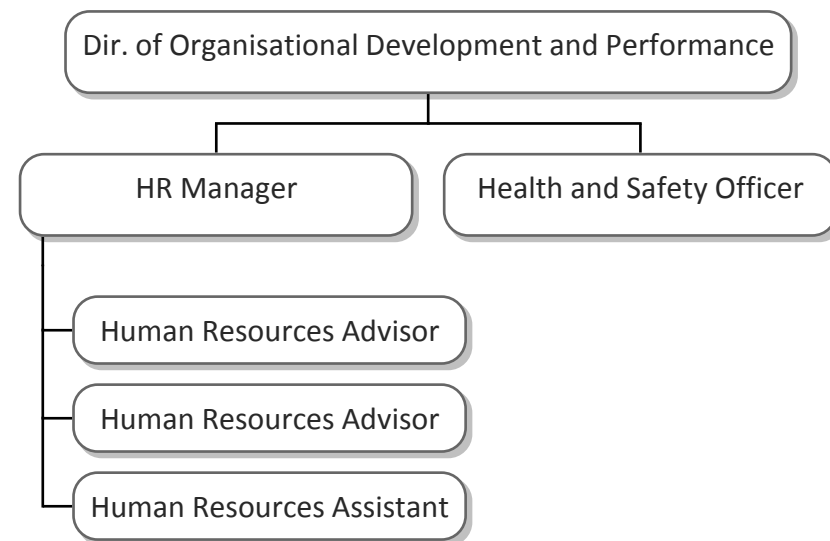
Quality Unit, Inverness College  
3 Longman Road, Longman South  
Inverness IV1 1SA  
Email to: [Quality.Unit@inverness.uhi.ac.uk](mailto:Quality.Unit@inverness.uhi.ac.uk)  
Telephone: 01463 273506/7

Please note that copyright in the information you have been given belongs to Inverness College. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published (including published on the Internet or an intranet), or otherwise made available in whole or in part without the prior written consent of Inverness College or as expressly permitted under the terms of the Copyright, Designs and Patents Act 1998. Should Inverness College agree to give consent to the use of the information, it must be credited as having done so.

Yours sincerely,



Freedom of Information Officer  
Inverness College





## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Human Resource Manager</b>
<b>Grade:</b>	<b>J</b>
<b>Department:</b>	<b>Human Resources and Organisational Development</b>
<b>Reports to:</b>	<b>Director of Organisation Development and Performance</b>

Education is an ever-changing service and all staff are expected to continually focus on enhancing the student experience, work constructively in teams and across the College activities and to adopt a flexible approach to their work.

The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

### **Job Purpose**

To ensure a professional HR service is delivered that meets the needs of Inverness College UHI, building capacity and capability with regards to all HR and people management functions.

### **Key Accountabilities:**

- Leadership and Management
- Resource Management and Business Planning
- Data Management and Systems
- Management and Development of HR Team

### **Leadership and Management**

Develop, maintain and implement HR Policies and Procedures to ensure effective provision of HR advice, development and operational support to College managers.

Plan, organise and manage the delivery of HR service in line with agreed targets and development of the HR and Organisational Development Plan.

Provide timely and relevant advice to managers and employees on the HR implications of organisational changes.

Support line managers in the delivery of their people management responsibilities, ensuring that managers' HRM accountabilities are delivered within the appropriate quality standards.

Ensure that discipline, grievance, capability issues etc. are effectively managed to their proper resolution.

Promote and implement suitable arrangements for the effective management of employee wellbeing and attendance, including the management and monitoring of the college occupational health provision/employment support.

Manage the contracts for the provision of external support, including but not limited by, HR Information System , Employment Legal Services , Employee Assistance in line with APUC framework agreements/ITT arrangements. Monitoring the performance and ensuring contractors meet defined standards.

Champion cross-college communication and ensure that day to day relationships with Union and Staff representatives are maintained in an atmosphere of mutual co-operation.

### **Resource Management and Business Planning**

Advise and support managers in areas of workforce planning, work allocation, redeployment, ensuring that solutions implemented meet business needs and employment legislation requirements, and that staff are deployed to maximum efficiency and effectiveness.

Plan, organise and manage the delivery of an efficient and cost effective recruitment and selection service for the College.

Actively promote and market Inverness College UHI as an employer of choice ensuring that recruitment targets are met.

Establish robust HR plans to provide for succession continuity and development of the colleges workforce to meet current and future needs.

Contribute to the development of and support the implementation of the College's Learning & Development Plan, including advising on succession planning and associated learning and development activities.

Manage resources and budgets associated with the Human Resources (including staff development) budget area to meet performance requirements.

Undertake and contribute to HR projects and tasks to ensure full delivery of project plans within budget.

Support and manage the recruitment, selection and appointment of senior staff.

### **Data Management and Systems**

Manage and monitor HR quality processes and systems to provide reliable data for strategic management information reporting, and wherever possible ensure that HR systems are integrated with other UHI and Inverness College systems.

Ensure that access to appropriate HR information is available to all College staff, whilst maintaining security and confidentiality of data within best practice and legislative guidelines.

Ensure that the HR team meets all administration and data collection requirements in accordance with College procedures and systems.

Review staff absence, turnover, projections and work with Managers to maintain optimum levels of service.

In line with policy development and review continue to develop HR system functionality and business processes to support managers and staff.

### **Management and Development of Team**

Lead, motivate and develop the HR team to ensure achievement of HR strategic objectives and provision of a quality HR service.

Monitor the performance of HR staff and conduct staff performance and development reviews.

Participate in and contribute to staff continuing professional development.

Respond appropriately to any conduct or discipline issues within the scope of College Policy and Procedures.

Manage staff absence in line with Policy.

Contribute as a member of the Operational Management Team.

### **Any other relevant duties**

Uphold and ensure compliance with Health and Safety, safe guarding and Equality and Diversity arrangements.

Abide by all College approved procedures and perform any other duties not specifically detailed but which may fall within the overall job purpose and within the expected competence and ability of the post holder.



## **CORE COMPETENCIES:**

<b>Leadership:</b>	Uses appropriate interpersonal style and message to guide individuals or teams towards specific goals. Participates fully as a leader demonstrating commitment and motivation to achieve objectives and targets.
<b>Managing Change:</b>	Through own commitment and explanation of changes wins support of people and teams to new ideas.
<b>Motivation:</b>	Focuses energy to meet objectives, determined to achieve positive results.
<b>Performance Management:</b>	Reviews own and team's performance on an ongoing basis, taking appropriate action to develop self and others.
<b>Strategic Thinker:</b>	Is able to see the wider picture and take advantage of opportunities.
<b>Planning &amp; Organising:</b>	Establishes an appropriate course of action for oneself and/or others to accomplish specific goals and operates within deadlines while managing time as efficiently as possible.
<b>Judgement:</b>	Makes decisions, analyses data, generates new ideas and determines priorities.
<b>Flexibility:</b>	Flexible approach to work willing to adapt to situations and achieve results.
<b>Communication:</b>	Persuasive communicator, able to generate a high level of commitment from others.
<b>Teamwork:</b>	Works with and helps others to achieve common standards and goals.
<b>Access and Inclusion:</b>	Ensures that equality standards are maintained that meet the needs of individuals and other key stakeholders.

## **PERSON SPECIFICATION**

**Job Title: Human Resource Manager**

### ***Specific Skills, Experience, Knowledge***

		<b><i>Tested by</i></b>
A strong and demonstrable track record of Human Resource management at a generalist operational level.	<b>Essential</b>	Application form Interview
A detailed knowledge and understanding of organisational change and development from a human resource perspective.	<b>Essential</b>	Application form Interview
Ability to analyse and resolve problems, identifying coherent and considered recommendations and solutions.	<b>Essential</b>	Application form Interview
Ability to prioritise competing demands in line with organisational need while maintaining focus on medium and longer term objectives.	<b>Essential</b>	Application form Interview
Proven track record in managing a team, providing direction and focus.	<b>Essential</b>	Application form Interview
Ability to analyse different sources of information and make clear recommendations based on sound analysis	<b>Essential</b>	Application form Analytical Aptitude Testing
Proven experience in staff resource planning and succession planning.	<b>Essential</b>	Application form Interview
Has working knowledge of the full range of software packages for example word processing, spread sheets etc	<b>Essential</b>	Application form Interview
Has working knowledge of Human Resource Information Systems.	<b>Essential</b>	Application form Interview
Appropriate written and verbal communications in line with intended audience.	<b>Essential</b>	Application form Presentation
Experience of working in a tertiary education environment	<b>Desirable</b>	Application form Interview
Experience of working with recognised trade unions	<b>Desirable</b>	Application form Interview

### ***Personal Qualities***

		<b><i>Tested by</i></b>
See core competencies	<b>Essential</b>	Application form Interview Presentation Occupational Personality Questionnaire

<b><i>Qualifications &amp; Training</i></b>		<b><i>Tested by</i></b>
Masters	Desirable	Application form Interview Certificates at interview
Post Graduate Qualification	Desirable	Application form Interview Certificates at interview
Degree in a relevant discipline	<b>Essential</b>	Application form Interview Certificates at interview
Full Chartered membership of CIPD	<b>Essential</b>	Application form Interview Certificates at Interview

## **SUMMARY OF TERMS & CONDITIONS**

### **SALARY**

The salary grade is J, £37,635 – £42,155 per annum. Successful candidates normally start at the bottom of the range and following a qualifying period, increments are applied annually until the top of the salary scale is reached.

### **HOURS OF WORK**

Full time appointment hours (35 hours per week) to be worked flexibly dependent on the pattern of meetings and other job requirements. These arrangements may be subject to change to meet operational requirements. Flexibility is also required in working hours to cover some early morning and/or evening work.

### **HOLIDAYS**

Entitlement to 45 days annual leave inclusive of public holidays. Fifteen of the holiday dates are fixed and are as designated by Inverness College. The leave year runs from 1st September – 31st August.

### **PENSION SCHEME**

Local Government Pension Scheme as administered by Highland Council. Contribution rates are determined on a tiered basis according to income and further details are available on the LGPS website.

### **COLLEGE BENEFITS (non contractual)**

On site nursery available for children aged 0 – 5.  
Childcare voucher scheme.  
Cycle-to-Work scheme.  
Free use of gym facilities within operating hours.  
On site canteen with healthy eating options.  
Free parking

### **COLLEGE INDUCTION**

As a requirement of appointment to this post successful candidates must attend an Inverness College Induction. This induction provides an invaluable insight into the College.

### **PRE-EMPLOYMENT CHECKS**

Any offer of employment will be subject to a number of pre-employment checks:

Financial check

A satisfactory Enhanced Disclosure Scotland PVG check being received;

Evidence of a right to work in the UK.

Satisfactory references;

## Job Description

<b>Post Title</b>	HR Advisor
<b>Grade</b>	F
<b>Department</b>	Human Resources and Organisational Development
<b>Reports To</b>	HR Manager

### Job Purpose

To provide a high quality, customer-focused HR service, advice and guidance that is in line with Inverness College policy, best practice and employment legislation that meets the needs of the business. To provide efficient and effective support to the HR and Organisational Development function, working proactively to enhance and improve the services of the team, including the development of HR policies, deployment of people management process to line managers.

### Key Responsibilities, Accountabilities and Objectives

**Recruitment**  
**Casework**  
**HR database**  
**Team Working**

#### Recruitment

1. Management of the recruitment activity to be undertaken within assigned School/Support Service to ensure vacancies are filled effectively and efficiently, in line with Inverness College policy, practice and employment legislation. This includes liaising with vacancy managers, advertising agencies and working with the HR Manager on recruitment casework and supporting HR Assistants.
2. Implementation of agreed changes to recruitment practices in line with new legislation as and when required alongside assisting managers to find innovative recruitment methods for hard to fill posts whilst working within agreed policies.



3. Working alongside other HR Advisors to ensure a holistic view of recruitment within Inverness College is taken and the most efficient recruitment methods are used generating cost savings wherever possible.
4. Co-ordinate proactive resourcing solutions and contribute to succession planning to meet the future needs of Inverness College.

### **Casework**

1. Ensure the efficient administration of all staff changes, working alongside and supporting the HR Assistants.
2. Act as the initial point of contact for queries on all matters relating to performance, conduct, absence management, terms and conditions of service (including special leave and secondments) etc ensuring the provision of accurate and consistent advice and guidance to line managers and staff, ensuring more complex cases are referred to the HR Manager.
3. To act as HR representative at Grievance and Disciplinary hearings and appeals.
4. Management of a caseload and work with managers to resolve individual cases, whilst encouraging them to take more ownership of people management decisions, using appropriate judgement on cases which should be referred to HR Manager.
5. Liaise with line managers to prepare referrals to Occupational Health Services (OHS) and support managers in taking appropriate action upon receipt of advice from OHS.
6. Monitor usage of OHS providers with terms of contract and liaising with HR Manager.
7. Assist in the maintenance of effective employee relations within Inverness College.
8. Assist with Inverness College's performance management system, providing prompt, accurate and easily followed advice and guidance on all aspects, monitoring standards and reporting on consistency.
9. Contribute to the development and implementation of policy and guidance on a range of topics in line with employment legislation and good practise to ensure

Inverness College's policies and practices are accurate, readily available and easily understood.

10. Contribute to the development, delivery and implementation of internal training courses relating to HR policies, processes and procedures.

#### **HR Database:**

1. Ensure records are accurately maintained to ensure the provision of accurate and timely provision of a wide range of management information on recruitment and staff planning to reliably inform decision making at all levels within Inverness College.
2. Produce regular and ad hoc management information reports as required.
3. Contribute to the ongoing development of the HR Database.

#### **Team Responsibilities:**

You will be required to:

1. Develop strong working relationships with managers, and a good understanding of the business pressures and objectives in the assigned Schools/Support Services and across Inverness College as a whole.
2. Work in partnership with managers at all levels to support them in fulfilling their people management responsibilities through the provision of coaching and advice/guidance, which is legislatively compliant, accessible, timely and user-friendly so that appropriate outcomes are achieved.
3. Contribute to the management of HR Services budgets, such as the recruitment, with particular reference to ensuring value for money is achieved in all expenditure.
4. Provide appropriate support to HR colleagues including coaching of other team members and to ensure balanced workloads and that the work of the whole section is covered at all times.
5. Act as a positive role model at all times, providing support and motivation to all team members.
6. Take an active role in self-development.

7. Actively participate in all team and section meetings, training sessions, events etc.
8. Contribute to HR Services Business Plan and Unit Management activity as required.
9. Working with managers to identify opportunities for HR to add value.

**Any other relevant duties**

Abide by all College approved procedures and perform any other duties not specifically detailed, but which may fall within the overall job purpose and within the expected competence and ability of the post holder.

*The job description may be amended to take account of changed circumstances and staff will be consulted when this is necessary.*

## Job Description

<b>Post Title</b>	Human Resources Assistant
<b>Grade</b>	C
<b>Department</b>	Human Resources
<b>Reports To</b>	Human Resources Manager

Education is an ever-changing service and all staff are expected to continually focus on enhancing the student experience, work constructively in teams and across the College activities and to adopt a flexible approach to their work.

The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post

### Job Purpose

To ensure an efficient and effective HR administration service.

### Key Responsibilities, Accountabilities and Objectives

**Recruitment**  
**HR Database**  
**Casework**  
**Learning and Development**  
**Team Working**

## **RECRUITMENT:**

Provision of administrative support for recruitment activity to ensure Inverness College vacancies are filled in accordance with Inverness College policy and procedures and relevant employment legislation. This will include:

- Liaising with HR Advisors and Managers and preparing information for resourcing committee.
- Administering the College's staff recruitment and other employee resourcing procedures, including issuing offer letters and Contracts of Employment through business processes on the HR Information System.
- Preparing and issuing employment references.
- Gathering the necessary information to complete pre-employment checks for new employees including information relating to ukba status as required, PVG application administration and financial due diligence where indicated.
- Annual updating of PVG retrospective checking for current staff.
- Ensure seamless process from recruitment to induction including appointment of mentors etc.
- Administer annual bank staff refresher process.

## **HR SYSTEMS:**

Working with HR advisors, ensuring accurate records are maintained to enable the production of accurate management information to inform corporate management activity.

- Assisting in the provision of regular reports and ad hoc management information as required to assist the maintenance of the personal data record systems and procedures.
- Input of new start and leaver data and administering staff changes on the HR Information database, including liaison with HR advisors and Payroll in line with Payroll deadlines ensuring all data held is accurate and up to date.
- Ensure recording of Performance Development Plans/ Reviews.
- Maintain purchase orders, invoices and all financial and budget information for the department including resources, recruitment and training requirements.
- Maintain accurate paper records.

## **CASEWORK:**

Provision of accurate information to line managers and staff on general terms of employment (e.g. sick absence, annual leave,) policies and procedures, referring any complex queries to HR Advisors and HR Manager. This will include:

- Provide assistance in implementing all activity relating to staff annual leaving Inverness College.
- Monitoring staff on fixed term appointments to ensure necessary and timely action is taken.
- Assisting with the coordination of applications for flexible working.
- 

## **LEARNING AND DEVELOPMENT**

You will be required to:

- Book new staff on induction, mandatory training and to process training request forms in line with PDP/PR reviews including TQFE.
- Arrange resources and support for training and development.
- Monitor and review successful completion of online assessments as part of induction process and ongoing development.
- Administer UHI Staff Develop funding applications
- Administration of Learning and Teaching induction.
- Update and record internal training opportunities on HR Information Database.
- Ensure accurate recording of staff continuous professional development and qualifications

## **TEAM RESPONSIBILITIES:**

You will be required to:

- Develop strong working relationships with staff, and a good understanding of the business pressures and objectives.
- Contribute to the development and/or updating of HR guidance so that Inverness College's policies and practices are accurate, readily available and easily understood;
- Contribute to those sections of the HR and Organisational Development operational plan that are relevant to the post.
- Take an active role in self-development.
- Actively participate in all team and section meetings, training sessions, events etc.
- To abide by the College's policies and procedures relating to Quality Assurance, Health and Safety and Equal Opportunities.

## **Any other relevant duties**

Abide by all College approved procedures and perform any other duties not specifically detailed, but which may fall within the overall job purpose and within the expected competence and ability of the post holder.

***The job description may be amended to take account of changed circumstances and staff will be consulted when this is necessary.***



## PERSON SPECIFICATION

**Job Title: Human Resources Assistant**

### ***Specific Skills, Experience, Knowledge***

### ***Tested by***

Previous administrative experience	<b>Essential</b>	Application form Interview
Previous administrative experience in an HR department	<i>Desirable</i>	Application form Interview
Current knowledge of the structures, and roles within a college environment	<i>Desirable</i>	Application form Interview
An interest in HR work and motivated to learn and develop HR knowledge and experience	<i>Desirable</i>	Application form Interview
Excellent organisational skills including the ability to plan effectively and to work to deadlines.	<b>Essential</b>	Application form Interview
Good communication skills, written and verbal, including a good telephone manner and the ability to use the appropriate style and tone for the relevant audience	<b>Essential</b>	Application form Interview Assessment
Good interpersonal skills with the ability to build good working relationships	<b>Essential</b>	Application form Interview
Good keyboard skills and a good level of competence in data-bases. Microsoft Word, Excel, E-mail and the Internet.	<b>Essential</b>	Application form Interview Assessment
Working knowledge of 'off the shelf' HR information systems	<i>Desirable</i>	Application form Interview
Ability to work on own initiative coupled with a commitment to team working and the ability to be open, honest, respectful and constructive when working as part of a team.	<b>Essential</b>	Application form Interview
Understanding of the importance of confidentiality and the ability to deal with confidential information in an	<b>Essential</b>	Application form Interview/

July 2013

appropriate manner.		Presentation
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### ***Personal Qualities***

### ***Tested by***

A strong customer focus with a can do attitude, committed to delivering an excellent HR service.	<b>Essential</b>	Application form Interview
Ability to be pro-active and work well with a minimum of supervision.	<b>Essential</b>	Application form Interview
Able to be flexible with a willingness to get involved in a range of HR administrative support	<b>Essential</b>	Application form Interview
An understanding of equality and respect for diversity	<b>Essential</b>	Application form Interview
Ability to manage competing demands and effectively organise and prioritise work load	<b>Essential</b>	Application form Interview

### ***Qualifications & Training***

### ***Tested by***

Administrative experience in an HR department	<i>Desirable</i>	Application form Interview
HR related Qualification CPP/CIPD Qualified	<i>Desirable</i>	Application form Interview Certificates at interview
ECDL and/or demonstrates job based experience and evidence	<b>Essential</b>	Application form Interview Certificates at

		interview
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### **Capacity for Career Development**

Willingness and ability to undertake and/or continue professional development in a relevant discipline	<b>Essential</b>	Application form Interview
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## **SUMMARY OF TERMS & CONDITIONS**

### **SALARY**

The salary grade is C and the salary range is £15,839 - £17,237 per annum. Successful candidates normally start at the bottom of the range with annual increments in August

### **HOURS OF WORK**

35 hours per week. (Hours to be agreed with Line Manager).

### **HOLIDAYS**

Entitlement is for 25 days annual leave plus 13 days public holidays. Fifteen of the holiday dates i.e. 13 public holiday days and 2 annual leave days, are fixed and designated by Inverness College covering periods of College closure over Christmas, Easter and the May Day holiday.

### **PENSION SCHEME**

The final salary pension scheme is administered by Highland Council Pension Scheme. Contributions are calculated on a tiered basis according to your full time equivalent salary. Further details of this are available from the HR or Payroll department.

### **COLLEGE BENEFITS (non-contractual)**

Childcare voucher scheme

Cycle-to-Work scheme

Free use of gym facilities

On site canteen with healthy eating options

Free parking

### **COLLEGE INDUCTION**

As a requirement of appointment to this post successful candidates must attend an Inverness College Induction. This induction provides an invaluable insight into the College, quality systems and covers mandatory training in Child Protection, Equality and Diversity and Health and Safety.

### **PRE-EMPLOYMENT CHECKS**

Any offer of employment will be subject to a number of pre-employment checks:

- A satisfactory PVG Scheme check being received;
- Satisfactory references

## **JOB DESCRIPTION**

### **Job Details**

<b>Post Title:</b>	Health and Safety Officer
<b>Grade:</b>	H
<b>Department:</b>	Human Resources and Organisational Development
<b>Reports to:</b>	Director of Human Resources and Organisational Development

### **Job Purpose**

To monitor and coordinate the management of an effective and compliant health and safety function within the college including the development of appropriate policies and procedures, staff training and compliance checking as required.

### **Key Responsibilities, Accountabilities and Objectives**

#### **Inspections and Audits**

- Programme and undertake inspections and audits and report on outcomes making recommendations to department managers and exception reporting where necessary.
- Contribute towards the conduct and review of internal and external audits and report to senior management and health and safety committee. Coordinate and direct implementation of audit recommendations.

#### **Training and Development**

- Identify general and specific training needs and in conjunction with HR deliver effective training solutions.
- Deliver input to college induction courses, in-service days and as required to meet the business need.
- Provide direction and ensure continuous professional development of Health and Safety Single Points of Contact, fire wardens and first aiders.
- Undertake relevant training and skill development as required, including that of a residential nature.

#### **Policy and Reporting**

- Implement, embed and monitor compliance in relation to all health and safety policies, procedures and activities.
- Prepare papers and reports to Health and Safety Committee and relevant Management

Board Committees.

- Ensure timely and accurate accident reporting and maintain appropriate records and ensure reporting to HSE as required.
- Provide information for statistical returns and other reports as required.
- Reporting deadlines determined by committee meeting structure and quarterly and annual reporting schedule

### **Systems Processes and Procedures**

- Ensure timely and accurate recording of accidents/incidents on HR database, and make appropriate recommendations in line with the outcome of data analysis.
- Ensure resilience in college first aid provision and availability.
- Ensure emergency evacuation procedures are tested and reviewed on a regular basis.
- Identify and implement improvements in procedures and processes to improve efficiency

### **General**

- In association with HR Advisors, arrange workplace assessments as appropriate and develop staff wellbeing strategies
- Act as a point of contact for HSE
- Assess and advise on the acceptability of contractors and consultants health and safety provisions at pre-qualification and pre-start stages of contractor management.
- Liaise and meet regularly with the estates team to monitor action on health and safety issues.

### **Workload Requirements**

- Respond to calls made in terms of relevant incidents and accidents within the college for which a college mobile phone is issued.
- Plan in advance in relation to audits and inspections and also deal with issues as they arise. Workload and planning is determined by outcome of audits and inspections including external inspections such as HMIE.
- Be self directed and responsible for prioritising own work,
- Visit college campuses with the ability to transport self/others/materials by vehicle as a driver or through an alternative arrangement if no driving licence held by reason of disability

### **Health and Safety**

- It is the responsibility of all staff to take reasonable care for their own health and safety and that of others whilst at work.
- You must not interfere with or misuse anything provided in the interests of health and safety and must co-operate with Inverness College in complying with its statutory obligations.

### **Any other relevant duties:**

- Abide by all College approved procedures and perform any other duties not specifically detailed, but which may fall within the overall job purpose and within the expected competence and ability of the postholder.
- The responsibilities and duties on this job description are intended to give a broad indication of the variety of tasks the postholder is required to perform, other duties resulting from organisational change, restructuring or temporary reassignment of work,



within broad parameters of the post.

- It should be noted that a job description is not an exhaustive list of activities and staff may be asked to carry out other duties commensurate with the level of the post.

***The job description may also be amended to take account of changed circumstances and staff will be consulted when this is necessary.***

## **Competencies Required**

### **Essential Criteria**

1. NEBOSH Diploma or equivalent supported by a Tech IOSH or equivalent.
2. Relevant up to date knowledge and experience of Health and Safety practice and experience in a high profile health and safety role, preferably in an academic or similar environment.
3. Ability to communicate clearly and concisely both verbally and in writing, liaising with both internal and external customers including liaison with HSE.
4. Excellent organisational skills including the ability to manage a diverse and busy workload, plan effectively and work to deadlines on own initiative.
5. Results focused and are able to drive improvements enabling organisational change agenda.
6. Good knowledge of undertaking workstation assessments, undertaking risk assessments and inspections and audits.
7. Ability to offer guidance and support to all staff and management on Health and Safety issues and to ensure appropriate action is taken in a timely manner.
8. Have experience of report writing and the analysis and interpretation of statistical data.
9. The ability to plan, develop and deliver Health and Safety Related training.
10. Sound PC skills and use of MS Office packages.

### **Desirable Criteria**

1. Experience of writing and presenting board of management reports and papers.
2. Teaching qualification or equivalent experience and willingness to undertake relevant CPD.

**JOB EVALUATION PAY MODEL**

**All Staff Pay Spine Effective 1 August 2012 (implemented June and July 2013)**  
**2013/14**

<b>GRADE A</b> <b>Job Score 1-300</b>	1	11,506	<b>GRADE B</b> <b>Job Score 301-400</b>
	2	12,001	
	3	12,453	
	4	12,900	
	5	13,424	
<b>GRADE C</b> <b>Job Score 401-470</b>	6	13,852	<b>GRADE D</b> <b>Job Score 471-520</b>
	7	14,350	
	8	15,084	
	9	15,460	
	10	15,839	
<b>GRADE E</b> <b>Job Score 521-590</b>	11	16,133	<b>GRADE F</b> <b>Job Score 591-660</b>
	12	16,430	
	13	16,819	
	14	17,237	
	15	17,573	
<b>GRADE G</b> <b>Job Score 661-710</b>	16	18,055	<b>GRADE H</b> <b>Job Score 711-795</b> <b>Qualification bar at point 36</b>
	17	18,538	
	18	19,049	
	19	19,599	
	20	20,117	
<b>GRADE I</b> <b>Job Score 796-850</b>	21	20,714	<b>GRADE J</b> <b>Job Score 851-1000</b> <b>From 01-Aug 2011</b>
	22	21,396	
	23	22,075	
	24	22,795	
	25	23,553	
<b>GRADE K</b> <b>Job Score 1001-1100</b>	26	24,331	
	27	25,301	
	28	26,139	
	29	26,969	
	30	27,787	
	31	28,609	
	32	29,454	
	33	29,657	
	34	30,787	
	35	32,147	
	36	33,817	
	37	35,095	
	38	36,474	
	39	38,011	
	40	39,578	
	41	41,271	
	42	42,577	
	43	44,535	
	44	46,645	

Authorised By:

LINDSAY FERRIES

Date:



## **The Local Government Pension Scheme**

Administered by  
**The Highland Council**

### **INTRODUCTORY GUIDE**

When most people first start working, a retirement pension is one of the last things they think about. As you get older and take on more responsibilities, you may begin to wonder how you will manage when you come to retire or what would happen to your family if anything happened to you. If you leave it too late there may not be time to build up a pension to meet your retirement needs.

It is never too early to start a pension. If you become a member of the Local Government Pension Scheme (LGPS), you will belong to a scheme that provides access to high-quality pension benefits based on *final pay*.

Please remember this is only a brief introductory guide. It is not an interpretation of the scheme regulations. The scheme regulations will be used to reach a decision in any dispute or disagreement.

The LGPS is available for all local government employees with a contract for a period of more than 3 months where *mutuality of obligation* exists between employer and employee. Designated employees of bodies who have entered an admission agreement with the local administering authority are also eligible to join the scheme. It is also open to non-teaching staff of self-governing schools and further and higher education colleges. The LGPS is set up by law, and benefit levels are set in legislation passed by Parliament. It is a *contracted-out* tax-free pension scheme. It meets the requirements of both the Department for Work and Pensions and Her Majesty Revenue and Customs (the Inland Revenue), because it provides benefits of at least the value of the state scheme, and within limits set by Parliament. This means that you pay reduced national insurance contributions and you receive tax relief on your contributions.

The LGPS is run locally by The Highland Council, which is the administering authority. As a member of the LGPS your benefits are guaranteed by law. To meet this guarantee, The Highland Council controls a pension fund that must be run completely separately from any other local government finances. Unlike personal pensions, your benefits are not affected by how well investments perform. As a "final salary" scheme, you are guaranteed to receive benefits based on your full time equivalent *pensionable pay* in your last year of membership and on your *length of membership* (proportioned down for any period you have been part time).

Some terms that are used in this form are explained below. Throughout the text, these terms are shown in *bold and italic*.

#### **Mutuality of Obligation**

To be eligible to join the scheme a person would have to be offered and accept work every day for more than 3 months.

#### **Contracted-out and Contracted-in**

As well as providing a flat-rate pension, the Department for Work and Pensions is also responsible for working out and paying pensions under the State Second Pension Scheme (S2P). S2P provides the equivalent of an occupational pension related to pay. The LGPS is a *contracted-out* pension scheme. During your period of membership in the LGPS, you will not earn a pension from S2P. To be *contracted-out*, the scheme had to guarantee to pay you a pension at least as good as or better than S2P.

#### **Pensionable pay**

This is your normal salary plus any shift allowance, bonus, contractual overtime (overtime which you must work as part of your terms of employment), Statutory Maternity Pay. *Pensionable pay* does **not** include overtime you choose to work, travelling or subsistence allowance (a portion of wages paid in advance to cover immediate needs), pay instead of notice, pay instead of holidays, the value of a car or pay received instead of a car.

#### **Final pay**

This is normally the *pensionable pay* you earn in the last year before you retire, or one of the previous two years' *pensionable pay* if that is higher. If you work part time, the figure used to work out your pension benefits is the *pensionable pay* you would have received if you had worked full time.



### **Membership**

The length of your membership used in the calculation of benefits is based on the **period** of time that you have been a scheme member (proportioned down to full time equivalent service for any period that you have **been** part time) and any service credited to you from transferring in former pension rights.

### **Actuary**

An **actuary** is a professionally-qualified independent person who the administering **authority** asks to value the fund. The **actuary** makes sure that there is enough money in the fund to guarantee the payment of your **pension** and the pension of any eligible dependants you have.

### **Joining or Leaving the LGPS**

As a member of staff of a local authority/scheme employer or designated employee of an admission body (whether working fixed, full or part time hours), providing your contract is for a period of more than 3 months and **mutuality of obligation** exists between yourself and your employer, you will automatically become a scheme member.

If you do not want to be a scheme member you must choose to opt out. If you opt out/choose not to join within your first pay period, your employer can refund any deduction made through pay. If you opt out after receiving your first pay, the Highland Council Pension Section will have to assess your entitlements and contact you accordingly.

Once an active scheme member you will remain so until you leave employment, decide to opt out of the scheme or if a change of contract causes mutuality of obligation to cease. If you choose to opt out of the scheme you must formally write to your employer, giving the date you want to end your membership. If you do not give a date, your membership will end from the end of the current payment period. If you choose to leave the scheme, there may be limited chances for you to rejoin in the future depending on your employer's policy on the matter.

Any election to join, not to join or opt out of the scheme, should be sent in writing to the Finance Service/Department of the Council or other body who are or will be employing you. You can use the election notice attached to this form

### **Contribution Rates**

Scheme members pay a contribution rate into the scheme based on the level of their full time equivalent **pensionable pay**. Contribution rates range from 5.5% to 10.8% of pensionable pay. The contribution rate payable by each employee is reassessed each year, based on the full time equivalent pensionable pay on 31<sup>st</sup> March. If you are part time, although the percentage contribution is based on full time equivalent pay, the appropriate percentage deduction is only applied to the amount you actually earn.

The amount you pay is less because you will receive tax relief on your contributions. This means, for example, that if you are paying 20% tax, every £1 you contribute will only cost you 80p from the pay you take home. There is an extra saving of 1.6% because you pay lower rate national insurance contributions but some married women who can still pay reduced rate national insurance contributions do not get this extra saving.

For your information, a table showing pay bands and applicable contribution rates can be viewed on our website [www.highland.gov.uk/yourcouncil/finance/pensions](http://www.highland.gov.uk/yourcouncil/finance/pensions).

### **Contributions by your Employer**

Your employer also pays contributions to meet the total cost of your pension. An **actuary** decides, every three years, by an independent assessment of the fund, the amount your employer must pay.

### **Transferring Other Pension Rights into the Scheme**

If you have previously paid into an occupational pension scheme you may be able to transfer the benefits you have built up into the LGPS to credit you with additional scheme **membership**. We do not accept transfers in from personal pension plans. Generally transfers have to be finalised within 12 months of joining but this limit may be extended at your employers discretion.

## **Benefits**

The LGPS provides a full range of benefits, including the following:

- A guaranteed pension based upon your **final pay** and how long you have been a member of the scheme.
- The option to commute part of your pension to provide a lump sum.
- Life assurance cover of three times your annual pay from the day you join the **scheme**.
- Pensions for your husband, wife, civil partner and your children in the event of **your** death.
- Enhanced pension benefits if you have to stop work early because you are ill.
- A pension that will increase each year in line with inflation.
- Benefits that can be paid from age 50 (age 55 from 01/04/2010), subject to your employer's consent.
- Deferred pension benefits if you leave before retirement with at least two years scheme membership (or a transfer in from another pension arrangement).
- The option of taking a refund of your contributions if you have less than two years scheme membership (with no transfer in from another pension arrangement).
- The opportunity to transfer the total value of your benefits to another pension **scheme**.

## **Paying more to increase your benefits**

There are two ways with the scheme in which you **may** be able to improve your basic **benefits**:

- You can pay Additional Voluntary Contributions (AVCs) into an AVC fund **with** our fund's AVC provider, Prudential. This money is invested separately from the scheme's main pension fund and **will** be used to increase your pension. It may be possible to take up to 100% of your AVC fund as cash on retirement. **You** can also pay AVCs to increase your death in service benefits.
- You can buy additional pension in multiples of £250.00 per annum (up to £5000.00 per annum) within the LGPS by making additional regular contributions (ARCs).

## **Enquiries**

The Highland Council's Pension Section is available to answer any questions you may have. You can write to them at:

Pension Section  
Finance Service  
The Highland Council  
Glenurquhart Road  
Inverness  
IV3 5NX.

E-mail - [pensions.section@highland.gov.uk](mailto:pensions.section@highland.gov.uk)

Alternatively you can telephone (01463) 702441.

Website - [www.highland.gov.uk](http://www.highland.gov.uk) for pensions: <http://www.highland.gov.uk/yourcouncil/finance/pensions/>

**Data Protection** - any information you supply will be used for the purpose for which you have provided it and any relevant procedures following from this. This data will be maintained in accordance with the Act and will not be passed on or sold to any other organisation without your prior approval unless this is a legal requirement.

## **ELECTION NOTICE**

### **THE LOCAL GOVERNMENT PENSION SCHEME**

<b>Name</b>	
<b>Address</b>	
<b>Prospective Place of Work</b>	
<b>Payroll ref (if known)</b>	
<b>Date of Birth</b>	
<b>National Insurance Number</b>	
<b>Job</b>	
<b>Contact Telephone Number</b>	
<b>Date Started Job</b>	

**PLEASE TICK ONE BOX ONLY BELOW:**

☐

**ELECTION TO JOIN \***

I elect to become a member of The Highland Council Pension Scheme at the earliest opportunity.

I can confirm that I am aware that to be eligible for entry my contract has to be for a period of more than 3 months and mutuality of obligation between me and my employer must exist.

*\* Please note all new employees will be automatically entered into the pension scheme unless they have a contract of 3 months or less or mutuality of obligation does not exist.*

**OR**

☐

**ELECTION TO OPT OUT/NOT JOIN**

I do not wish to be a member of the Highland Council Pension Scheme. I hereby elect to opt out of the scheme from the earliest opportunity.

Signed.....Date.....

If employed by Highland Council, please forward to The Pension Section, The Highland Council, Glenurquhart Road, Inverness, IV3 5NX.

If employed by a body other than the Highland Council, please forward to your payroll section.

***FOR HIGHLAND COUNCIL OFFICE USE:***

Date admitted to scheme	
Date removed from scheme	
Date copied to payroll	



Please read the following information before completing parts A and B.

The Scottish Teachers' Superannuation Scheme is administered by the Scottish Public Pensions Agency on behalf of the Scottish Ministers. It is a defined benefit scheme that provides a range of retirement benefits based on pensionable service and salary.

## WHAT DO I PAY AND HOW DO I PAY?

From 1 April 2009 the employee contribution is 6.4%, the employer's contribution rate is 14.9 % making a total contribution of 21.3%. The deductions are made monthly direct from Payroll, are subject to tax relief and are reviewed regularly by the Government Actuary.

## WHY SHOULD I BE A MEMBER OF THE SCHEME?

- Your benefits are based on your service accrued in the scheme and when you have accrued 2 years membership, you will receive a guaranteed pension at Normal Pension Age which is index-linked.
- You will receive a tax-free lump sum if you were a member of the scheme prior to 1 April 2007. If you joined the scheme on or after 1 April 2007 you may choose to receive a tax-free lump sum by commuting part of your pension.
- You have the facility to pay extra contributions for additional pension benefits.
- If you are unable to do your current job due to permanent ill health you can apply to receive early payment of your benefits subject to qualifying service.
- We will pay a death grant if you die before you retire and may also pay children and dependants' pensions subject to qualifying service.
- You may be able to transfer pension rights from another scheme into the STSS.

Further details on all of the above are available from our website at [www.sppa.gov.uk](http://www.sppa.gov.uk)

## Part A Details

Surname	<input type="text"/>	Maiden Name (if applicable)	<input type="text"/>
Forename(s)	<input type="text"/>	Date of Birth	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Phone No.	<input type="text"/>	Superannuation Number	<input type="text"/>
Nat Ins No.	<input type="text"/>	Employer	<input type="text"/>

Please turn over for Parts B & C



## Part B Declaration

I confirm that I have read the guidance and in full knowledge of the potential benefits available to me as a member of the Scottish Teachers' Superannuation Scheme, I elect;

a. Not to join the Scheme

☐

(please tick

b. To terminate my membership of the Scheme as from the start of the next pay period.

☐

whichever box is applicable)

In making this election I acknowledge that, other than my rights, options and benefits which may have accrued to me in the Scottish Teachers' Superannuation Scheme prior to the effective date of this election I will have no claim on the Scheme in respect of any period on or after the date of this election. I understand that I can opt to join the scheme at any time.

Signed

Date

PRINT NAME

Please forward to your employer for completion

## Part C To be completed by the employer

1. If a new employee does not wish to join the scheme and does so before the end of the first pay period this form should be retained with their employers Personnel records pending possible future enquiries or disputes.

2. Where the member has contributory service, this form should be forwarded to SPPA.

I confirm that (Name).....  
has opted out of the Scottish Teachers' Superannuation Scheme with effect from ..... and will cease to be a member of the Scheme thereafter.

Signed

Date

PRINT NAME

EMPLOYER STAMP

For Official Use only.

For non-joiners of the STSS.

Membership terminations, forward form to

Employers retain form in Personnel records.

Scottish Public Pensions Agency

7 Tweedside Park

Tweedbank

Galashiels

TD1 3TE

**NOTE. This is not a refund application form. Application form STSS: (REF) 1 must be completed for a refund of contributions**