# TERMS & CONDITIONS

Job Title: Apprentice HGV Mechanic

You will be based at Fire and Rescue Service Headquarters, Birkenshaw or in any post appropriate to your grade at such other place of employment in the Authority's service as may be required.

**Salary** is Grade 1: £21,189 rising to £21,968 by 2 annual increments or the real UK living wage, whichever is higher.

You will be paid for the time you attend training as part of your apprenticeship framework as part of your ‘block and day release’ and be required to adhere to the training times and hours provided by your training provider.

Salaries are paid 4 weekly by credit transfer to bank or building society.

**3-year Fixed Term Contract**: This position is fixed term for the remainder of your apprenticeship. If the requirements for you to undertake the work for which you have been engaged cease or diminish earlier than this time period, or on at the discretion of the Authority then your fixed term contract of employment will be brought to an end earlier subject to 4 weeks’ notice.

On completion of your apprenticeship period, a permanent appointment with this Authority cannot be guaranteed. Your employment with the Authority will cease on completion of the apprenticeship qualification.

The training provider for your apprenticeship framework is Kirklees College, the Authority reserves the right at its discretion to change the training provider.

**Hours** – 37 per week including block and day release.

The normal working week is 37 hours from Monday to Friday with a minimum break of 20 minutes. Your actual hours of duty will be as agreed between the employee and manager, in line with the flexible working policy (which allows employees to accrue time and take flexi leave) and subject to the exigencies of the service.

**Block/Day Release** You will be paid for the time you attend training as part of your apprenticeship framework as part of your ‘block and day release’ and be required to adhere to the training times and hours provided by your training provider. On days during which you would normally be expected to attend college, but the training provider has asked you not to attend (for example half/full term holidays), you will be expected to attend your place of employment

Leave entitlement, if working 5 days per week the full years entitlement will be 23 days rising to 27 - after 5 years’ service - plus any statutory public holidays that may fall – working less than 5 days per week this leave will be pro-rated accordingly.

**Pension:** Automatically join Local Government Pension Scheme - unless opt out, further information will be given with contract of employment.

**Probationary period**: The position is subject to a 6 months probationary period, this is time to settle in and establish suitability for the post. We obtain reports from Line manager after 3 months and again after 51/2 months. If any problems are identified, guidance will be given. Probation may be extended. However if problems cannot be resolved, we reserve the right to terminate the contract. After the end of the probationary period appointment will be confirmed and then subject to normal ongoing capability monitoring.

We operate an appraisal process on a yearly basis, which includes a chance to discuss any training and development needs.

Training includes Diversity for Everyone, Manual Handling and Working Safely within the first three months of service.

No smoking on any Authority premises and vehicles.

Free onsite parking.

There are sports and social facilities available such as gym/fitness equipment at HQ and most stations; various social sections such as a walking section, scuba diving section; discounts on things such as annual travel insurance.

We offer an excellent package, excellent training and development including LGV driver training, 37 hour flexible working week, local government pension scheme, free parking, Sports and Social Club with free use of gym, with all clothing and personal protective equipment and tools provided.

Please note, if you have been employed as an Operational Firefighter, and are in receipt of a Firefighter’s pension, your pension may be abated if you are appointed. Abatement will occur if your pension plus your new salary adds up to more than your previous salary upon retirement – further details can be provided on request. It’s also worth noting that you may also be affected by HMRC rules and should check with the HMRC to see if this applies to you.

**Pre- employment checks** - during the recruitment process, in line with present Authority policy, it may be necessary for applicant/s that are offered a post to undergo a medical assessment including a drugs test. The medical questionnaire will only need to be completed and sent to the Occupational Health & Safety department once the successful candidate has been given a conditional offer.

You will be required to give permission for this Authority to check your driving licence entitlement and any restrictions. You should note that this may have a bearing on your application.

The post is subject to receipt of satisfactory references, medical screening, Standard Disclosure & Barring check and completion of Baseline Personnel Security Standard checks.