

Liverpool City Region Combined Authority

Claims Assistant x2

1 position is Fixed Term until 31st March 2022

1 position is Fixed Term until 30th September 2022

1. Conditions of Service

The conditions of service were originally derived from the national scheme of conditions for non-manual employees of the PTEs. These are now largely supplemented and amended by local conditions.

2. Salary

SCP 16 - £20,242

SCP 17 - £20,828

SCP 18 - £21,210

SCP 19 - £21,974

It is our normal policy to start new appointees 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) Staff T-FLOW (with 470 concessionary journeys pro rata to service) and an Off-Peak version of a Trio 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 Monday to Friday on a flexible working pattern between the hours of 07:00 and 19:00.

6. **Leave Entitlement**

The leave entitlement is 28 days per annum, plus 5 days after 5 years relevant continuous service on 1 April in any leave year.

7. **Location**

You will be based at No 1 Mann Island, Liverpool L3 1BP, however, Liverpool City Region Combined Authority reserves the right to employ you at any of our locations across the Merseyside area.

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**

The Liverpool City Region Combined Authority 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 Liverpool City Region Combined Authority premises or in company vehicles.

12. **Alcohol and Drugs Policy**

Random alcohol and drugs screening is in operation for employees in safety critical posts.

13. **Conditions of Appointment**

The appointment is subject to a satisfactory medical and two suitable references. All entrants will be subject to a six month probationary period even if they have recognised continuous local government service .

14. **Closing Date**

Tuesday 23rd November 2021 @ 4pm

Completed applications forms can be returned to
recruitment@liverpoolcityregion-ca.gov.uk

15. **Selection Procedure**

The Liverpool City Region Combined Authority's selection procedure includes written job related tests and an interview.

16. **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.

This information can be provided in alternative formats on request