

Summary of Main Conditions of Employment for Housing Assistant Post – March 2023

Pineview Housing Association is a member of Employers in Voluntary Housing (EVH) and the terms and conditions for this post follow the EVH terms. A summary of the principal areas are as follows:

Salary Scale

The salary scale for this post is EVH PA13-16 Grade 5: £27,440 to £30,495 p.a. The salary is paid by direct credit transfer monthly normally on 25th of each month.

Contract Type

Full Time. 35 hours per week.

Hours of Work

Normal hours of work are 35 per week, worked over 5 days, 9am-5pm, Monday to Friday, exclusive of a one-hour lunch break (the office closes at 4pm on a Friday). The Association at this time operates a Flexi-time system. Occasional work outwith and in excess of normal working hours may be required. Compensation will be in the form of plain time-off-in-lieu and subsistence payment depending on amount of hours worked in one day.

Holiday Entitlement

25 working days Annual Leave plus 15 days general and public holidays.

Place of Work

5 Rozelle Avenue, Drumchapel, G15 7QR.

Pensions

The Association is a member of The Scottish Housing Associations Pension Scheme administered by the Pensions Trust. The Association has 2 open schemes at present

Current provision is:

Benefit Option	Employer Contribution Rate	Employee Contribution Rate
Defined Contribution (DC)	10% (0.45% = 3x life cover)	5%
* Defined Contribution (DC)	8% (0.45% = 3x life cover)	2%

* Auto Enrolment – Default benefit option for new members.

The Association's pension arrangements are kept under review.

Notice Period

By all employees 4 weeks.

By PHA

(i) Continuous service under 4 years ~ 4 weeks.

(ii) Continuous service 4 years and over ~ 4 weeks + 1 week for each complete year of service after the first 4 years, up to a maximum of 12.

Car Allowance

Non-essential car allowance is available.

Other Information

The Association has onsite car parking, and cars can be parked locally.

This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of satisfactory references and a Basic Disclosure Scotland check.