

## **Human Resources Business Officer**

**Working for Colegau Cymru**

### **Contract**

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The successful candidate will be offered a full-time (or appropriate part time or job share), permanent contract of employment, subject to satisfactory completion of a six-month probation period and satisfactory references. A DBS check applies to this role.

### **Salary**

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The salary scale for this post is shown on the job description and job advert. Salaries are paid monthly in arrears on the 28<sup>th</sup> day of the month.

### **Holiday Entitlement**

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There is a generous annual leave entitlement which includes an allocation of 28 days. In addition to this personal entitlement, the successful candidate will also be entitled to 8 public holidays plus additional concessionary days.

### **Hours of Work**

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The full-time contracted hours are 37 hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post.

Occasionally, the successful candidate may be expected to attend meetings in evenings or weekends. The organisation operates a time off in lieu policy.

### **Pension**

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Colegau Cymru will make a monthly contribution into the successful candidate's pension scheme. If the individual does not currently contribute towards a pension scheme, they will be automatically enrolled into a workplace pension scheme.

The successful candidate will be given the option to contribute to the Local Government Pension Scheme (LGPS).

## Notice Period

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One month's notice is required.

## Probation Period

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A three-month probation period applies to this role.

## Location

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The role will be a combination of home working and office work, based at Tongwynlais, Cardiff. There is free parking at our premises.

The post may involve some travel throughout Wales, the UK and internationally, requiring overnight stays.

## Your Information

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If you choose to apply for a role with ColegauCymru, you will need to provide us with information about you. We may also collate information about you from third parties, such as your referees and, where relevant, the Disclosure and Barring Service (DBS). We will use this information to determine your suitability for this role and, if you are successful, to manage our employment contract with you. Your information will be handled in accordance with data protection legislation. More information about how we process personal data can be found in our [Privacy Notice](#).