

JOINING SOUTH WEST COUNCILS: **ADDITIONAL INFORMATION**

Our Values

“We pride ourselves on working together professionally and collaboratively as an effective team at South West Councils. We aim to be a dynamic and resourceful organisation, working in a transparent and accountable way to make a difference”

Your Work Colleagues

Look on our website to [see our team structure](#) and below to see a recent team photo.



Equality, Diversity and Inclusion

South West Councils values a diverse workforce and is supportive of the needs of all applicants and employees. If at any stage of the recruitment process you need any reasonable adjustments or have requirements that you would like us to consider, please let us know.

Work/life balance and family friendly policies

SW Councils runs a flexi time scheme to enable staff to work flexibly to suit their circumstances subject to business needs.

Personal Development

As a learning organisation, South West Councils is committed to supporting every member of staff to develop to their full potential. South West Councils runs the South West Coaching and Mentoring Pool for organisations across the South West and as such is fully committed to supporting staff who wish to access either coaching or mentoring or both.

Policy and Research Assistant

Terms and Conditions

Salary

The post is graded on an incremental scale. Individuals normally move up the incremental scale annually subject to satisfactory performance; additional increments can be awarded for exceptional performance with the agreement of the Chief Executive.

The incremental scale is as follows (pay award pending):

Grade 4

SCP 12	£28,598
SCP 13	£29,064
SCP 14	£29,540
SCP 15	£30,024

Where applicable, part time salaries will be calculated pro rata, based on a full-time working week of 37 hours.

Working Arrangements

South West Councils colleagues are currently working a mixture of office working and working from home, with an expectation of being in the office at least 40% of the week. Appropriate equipment will be provided. There will be occasional travel.

Terms and Conditions

The appointment will be subject to the terms and conditions laid down by the NJC for Local Government Services as supplemented by local agreements and by the rules of the organisation.

Annual Leave

The post attracts a full-time annual leave entitlement of 26 days per year plus public holidays (pro rata for part time hours). Additional leave may be taken through the flexi time scheme.

Pensions

Staff at South West Councils are eligible to join the Local Government Pension Scheme. The Local Government Pension Scheme (LGPS) is a valuable part of the pay and reward package for employees. The key features of the scheme include:

A secure pension

Your pension is worked out every year and added to your pension account. Each year 1/49th of your pensionable pay is put into your pension account; at the end of the year the total amount of pension in your account is adjusted to consider the cost of living.

Flexibility to pay more or less contributions

You can boost your pension by paying more contributions, which you would get tax relief on. You also have the option in the LGPS to pay half your normal contributions in return for half your normal pension. This is known as the 50/50 section of the scheme and is designed to help members stay in the scheme when times are financially tough.

Peace of mind

Your family enjoys financial security, with immediate life cover and a pension for your spouse, civil partner or eligible cohabiting partner and eligible children in the event of your death in service or if you die after leaving having met the 2 year qualifying period also known as vesting period. If you ever become seriously ill and you've met the 2 year qualifying period, you could receive immediate ill health benefits.

Medical Fitness

The person appointed will be required to complete a confidential medical declaration form and the appointment may be dependent on the issue of a satisfactory report from the organisation's medical adviser if necessary.

Political Restriction

This post is Politically Restricted.

Probationary Period

The appointment is subject to a four month probationary period.

Notice to Terminate Employment

The post holder is required to give one month's notice of the termination of their employment. The minimum period of notice to which the post holder is entitled is one month, increasing after four years' service by one week for every subsequent year up to a maximum of 12 weeks.

Travel

The normal duties of your post may occasionally involve travel within the region. If you use your own transport for this you will be reimbursed business mileage at the prevailing HMRC rate, which for cars is currently 55p/mile for the first 10,000 miles.

Interview Date

Interviews will take place on **Wednesday 2 or Thursday 3 September 2026.**