



INFORMATION ABOUT THE JOB

Job Title:	Information Officer
Job Grade:	6
Salary range:	£28018 - £32254 per annum The starting salary is dependent upon experience, but will usually be offered at the lowest point.
Hours of work:	37 per week
Place of work:	Council Offices (Letchworth)

Benefits:

Annual leave	Generous annual leave, including Christmas close-down
Sick pay	Full sick pay entitlement (increases with length of service)
Pension scheme	Defined Benefit Pension Scheme (19.5% employer contribution)
Free car parking	Parking permit provided for use in nearby long-stay car parks
Leisure concessions	Discounts including 50% off gym membership in NHC leisure centres
Work-life balance:	Range of options eg flexible working
Homeworking	This role supports home-working on a partial basis
Flexi-time scheme	This offers flexibility in working hours dependant on service needs

Other information:

Learning & Development	Opportunities to train and develop within your role and for further Professional and Vocational study where appropriate
Professional development	Subscriptions reimbursed where relevant and continual professional development is actively encouraged

