

## **SUMMARY OF CONDITIONS OF SERVICE**



### **Job Title – Assistant Property Services Officer**

#### **Salary**

EVH Grade 6, PA17:PA20 £34,745 to £37,984 (from 1 April 2025)  
Essential Car User Allowance £1,708

#### **Term of Contract**

Full-Time, Permanent

#### **Hours of Attendance**

35 hours per week over 5 days. A flexible working hours system is operated. Our staff team are currently working a hybrid/blended working arrangement between office and home.

#### **Attendance at tenant meetings/events outwith of normal office hours**

Occasionally attendance at tenant meetings/events outwith normal office hours may be required as part of this role.

#### **Holiday Entitlement**

25 days annual leave + 15 statutory days

#### **Pension**

Rural Stirling Housing Association is a member of a Group Pension Scheme. We are required to auto-enrol all our workers into the scheme where they meet the criteria defined in the Pensions Legislation and would therefore be required to auto-enrol you onto the pension scheme when/if you meet these criteria. If we enrol you onto the pension scheme, whilst you continue to meet these criteria, you will remain a member of the scheme, unless you apply to opt out.

#### **Training and Development**

The Association considers that training and development of its staff is an essential factor in achieving the Association's aims and objectives and in the maintenance of effective, well-motivated employees.

#### **Equalities & Diversity**

We will not directly or indirectly discriminate against any person or group of people because of their race, religion or belief, gender, disability, age, sexual orientation, or any other grounds. Our commitment to equality and fairness will apply irrespective of factors such as age, disability, gender reassignment, marital or civil partnership status, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.