

People Advisor

Summary of Terms and Conditions

Type of Contract:	Continuous, Permanent
Work Base:	University of Southampton Highfield campus, though responsible for activity across all campuses
Hours of Work:	35 hours per week
Right to Work:	If you require a visa (such as a Tier 2) to work in the UK, please note that Union Southampton is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa.
Salary Band:	Band D, currently point 17 (£23,472) to point 25 (£29,468). A cost of living rise is negotiated nationally on an annual basis with effect from 01 August.
Recruitment Salary:	New appointments will be made within the first four points within the salary band.
Salary Progression:	Progression through the salary band is subject to work performance and demonstrating SUSU's competencies / behaviours.
Holiday Entitlement:	20 days per annum, increasing to 24 days after 4 years' continuous service. In addition, there are six closure holiday days during Easter and Christmas and 8 bank holidays. (Head of have different annual leave terms)
Pension:	Employees will be enrolled to the Southampton University Students' Union Retirement Fund. The employee contributes 6% of salary and the Union 10%.
Probation period:	6 months