



TERMS & CONDITIONS: SYSTEMS & DATABASE OFFICER

SALARY: £32,426-35,404 pa (dependent on experience) + benefits

Location

Corra employees can choose their normal place of work from one of Corra's workplaces in either Edinburgh or Glasgow. However, from time to time you may be required to work at other sites and, if work reasons demand it, to transfer to another place of work on a temporary or permanent basis.

Contract length

The contract will be permanent and for 35 hours per week with a probation period of 6 months in place.

Notice period

If you wish to terminate your employment with the Corra Foundation one month's notice in writing must be given. Should Corra Foundation wish to terminate your employment, for reasons other than gross misconduct, one month's notice will be given.

Working hours

Corra operates a flexi-time scheme. The basic requirement is to work 35 hours per week in total (equivalent of 9am to 5pm 5 days per week inclusive of one hour for lunch daily), however the nature of this job will require working outside these where necessary.

Employees may be requested to work reasonable over-time when necessary for the performance of duties. Over-time is not paid but, in the event that significant levels of unscheduled hours are worked, time off in lieu may be taken subject to approval by your line manager.

Salary details

This post is graded F3 and as such falls within the salary scales £32,426 to 39,374 pa pro-rata. It is anticipated that the starting salary will be at the start of the F3 scale.

The characteristics of grade F3 are as follows:

- Supervision/management of people: Occasional staff and volunteers supervision
- Creativity and innovation: General guidelines aid problem solving
- Contacts and relationships: Specific relationships need to be developed and managed
- Decisions (Discretion): Working to general guidelines, a range of choices, advice not normally available
- Decisions (Consequences): May have significant implications for the service

- Resources managed: Responsibility for cost control and or some aspects of income
- Work demands: Working to some deadlines and changes in priorities
- Knowledge and skills: Required to put to use skills acquired through on-the-job or vocational training and relevant work experience
- Level of work: Mainly operational with some tactical
- Project management level of responsibility: Mainly general support and administration

Benefits

In addition to the basic salary, Corra will provide a generous benefits package:

- Auto-enrolment in our Qualifying Workplace Pension Scheme, with Corra contributing 10% of salary annually and an enhanced option of an additional 2% provided there is a minimum of 3% gross contributed by the employee
- Flexi-time scheme and hybrid working
- Life assurance equivalent to four times salary
- Access to our well-being policies, including access to counselling, Cycle to Work, annual flu vaccination etc
- Corra is an accredited Living Wage employer and also holds the Healthy Working Lives Bronze Award
- Business travel policy: business miles are reimbursed at 45p per mile, and we have an essential car user allowance for people who travel more than 5,000 per annum as part of their job.

Annual leave

All staff are entitled to 38 days paid leave per annum pro-rata, which is made up of 27 days annual leave and 11 days public holiday.

Corra closes its offices between 24 December and 3 January each year, which is made up of 7 public holidays. The remaining 4 public holidays can be taken at discretion.