

Dear Applicant

Thank you for your interest in the following position:

## **PERFORMANCE LIFESTYLE™ ADVISER**

### **JOB DETAILS AND APPLICATION INFORMATION**

#### **MAIN DUTIES**

If successful, you will report to the Head of Performance Lifestyle™.

For full details of the main duties of this post, please refer to the Job Description.

You are requested to submit your application on the basis of addressing the key job classification factors outlined in the Job Description.

#### **FURTHER INFORMATION ON sportscotland**

For more information about **sportscotland**, please visit our website [www.sportscotland.org.uk](http://www.sportscotland.org.uk). Here you will find details of our organisational principles, business priorities and key partners, in addition to strategic documents such as our Corporate Plan 2007/2011, Lottery Strategy 2007/2011, Business Plan 2008/2009, and the National Strategy for Sport.

#### **CONDITIONS OF APPOINTMENT**

This post will be based in Grampian institute of sport (80% FTE – four days).

A standard working week is 37 hours, excluding lunch breaks Monday to Friday. However, you may be required to work additional hours from time to time to meet service requirements. Under a Local Agreement, between management and staff, the working week has been increased to 37.5 hours to compensate for three extra days annual leave to be taken between the Christmas and New Year public holidays.

**sportscotland** is an equitable employer and applications will be considered from individuals wishing to be considered for job share. To view our Equal Opportunities Policy please see the Forms and Policies for Jobseekers section on our website. A copy of the Job Share policy is available on request from the Human Resources Team.

#### **SALARY**

The annual salary is currently on a scale:

Pay Band E	£25,901 - £38,552
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Salaries are payable monthly in arrears by BACS transfer. A personal performance planning system is in place.

**sportscotland** has the delegated authority to negotiate its own terms and conditions of service, including pay matters. This is undertaken by regular consultation between **sportscotland** management and the recognised staff side representatives through collective bargaining. Candidates are advised therefore that the terms and conditions outlined in these Notes for Applicants may be subject to variation in the future.

## **SUPERANNUATION**

If appointed, you may choose to join an approved superannuation scheme. Should you choose to join the Local Government Superannuation (Scotland) Scheme, administered by Strathclyde Pension Fund, your salary will be enhanced by 4%. The employee's contribution's are tiered based on income.

## **ANNUAL LEAVE AND PUBLIC HOLIDAYS**

The annual leave entitlement is 29 days (pro rata) to be taken by arrangement with your Line Manager. After 10 years' service the leave entitlement increases to 34 days (pro rata). The leave year runs from 1 April to 31 March and in the first year of service you would receive a pro-rated entitlement covering the period from start date to 31 March. In addition, there is an annual entitlement of 6½ days fixed public holidays (pro rata).

## **TRAVEL AND SUBSISTENCE ALLOWANCES**

Travel and subsistence expenses are reimbursed at our current rates.

## **PROBATION, CONFIRMATION AND NOTICE**

Your appointment will be confirmed after the satisfactory completion of a probationary period of six months, during which employment is terminable by one week's written notice. Thereafter, the employment is terminable on either side by three months written notice.

## **DISCLOSURE SCOTLAND CHECK**

Candidates selected for interview will be required to complete a Self Declaration Form, which will be sent separately. We will request a Disclosure Scotland check to be carried out for the successful candidate. Please refer to [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk) to view the Disclosure Scotland Code of Practice and further information, if required.

## **HEALTH**

Before taking up any employment, you will be required to complete a medical questionnaire. **Any previous illness or recurring medical problem which might affect your performance of the duties of the post should be mentioned at interview.**

## **APPLICATIONS**

To apply for this position, you should complete the following forms. They can be downloaded from our website [www.sportscotland.org.uk/jobs](http://www.sportscotland.org.uk/jobs) under 'Forms and Policies for Job Seekers'.

- Application Form (a CV may only be attached as supplementary information in support of a **fully** completed application form).
- Equal Opportunities Monitoring Form (our Equal Opportunity Policy is available on our website).

Completed forms can be e-mailed to [hrrecruitment@sportscotland.org.uk](mailto:hrrecruitment@sportscotland.org.uk) or returned to the following address under **Confidential** cover **no later than close of play Wednesday 9<sup>th</sup> June, 2010.**

Human Resources  
**sportscotland**  
Doges  
Templeton on the Green  
62 Templeton Street  
Glasgow  
G40 1DA

Applications received after the closing date will not be considered.

Applicants wishing to be considered for job share should indicate this on the front page of the application form.

Any complaints regarding our Recruitment and Selection Procedure should be directed to the Head of Human Resources at the address above.