



## Housing Officer

### SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

<b>Contract type:</b>	Permanent 35 hours per week (5 day week).
<b>Office location:</b>	Work from home. There will be a requirement to attend the Morden/London offices on an occasional basis.
<b>Salary:</b>	Up to £37000 per annum (depending on experience)
<b>Car Allowance:</b>	£5,425 per annum
<b>Commencement Date:</b>	As soon as possible
<b>Probation period:</b>	The probationary period is three months (Internal) / six months (External). During the probationary period the notice period by either party is one week.
<b>Holidays:</b>	Annual leave entitlement of 25 days plus Bank Holidays, increasing by 1 day per annum to a maximum of 30 days.
<b>Hours of Work:</b>	The basic working week is 35 hours, to be worked as required by the needs of the job and the availability of tenants and contractors, although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not available but TOIL can be granted on application.
<b>Notice Period:</b>	After probationary period from employer, three months; from employee, one month.
<b>Staff Benefits:</b>	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.
<b>Head Office:</b>	Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB

Please note that an offer of employment will be subject to satisfactory references and medical report