

Orkney Housing Association Limited Summary of Conditions of Service

Job Title:	Trainee Housing Services Officer
Salary Scale:	OHAL Band 4; Spinal Points 12-17 ie £25,101 to £29,964 plus Distant Islands Allowance (currently £2,182 per annum)
Hours of Work:	35 hours per week
Leave Entitlement:	25 days annual leave plus 15 days public holidays
Place of Work:	Orkney Housing Association Limited 39A Victoria Street KIRKWALL KW15 1DN
Probationary Period:	6 months
Notice Period:	1 month
Car Allowance:	Essential Car User: currently £1,472 per annum plus 45p per mile driven on Association business
Salary Payments:	Monthly in arrears by Bank Credit Transfer
Pension Arrangements:	Company Pension