

## TERMS AND CONDITIONS

**Job title:** Contracts Executive

### Position and Salary

The salary range is £competitive, depending on qualifications and experience. UCLC, in addition, operates a Performance Related Pay Scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based.

### Hours of Work

The normal hours of work are 35 hours per week, excluding lunch hours. Office hours are 9.00am to 5.00pm, Monday to Friday and UCLC operates a hybrid working policy between office and home.

### Pension

The post holder will be eligible to join the Company's defined benefits pension scheme. The company operates the SAUL pension scheme.

### Holidays

The leave year runs from 1 October to 30 September. An annual holiday entitlement of twenty-five working days per annum may be taken with line manager's approval. There are also eight Public Holidays, and a further six days leave given to mirror the UCL closure days over the Christmas and Easter periods.

### Probation

The appointment is subject to receipt of satisfactory references and to a probationary period of nine months.

### Season Ticket Loans

Season ticket loans are available to staff who have successfully completed their probationary period. The season ticket loan scheme is processed via a monthly deduction from salary.

### Voluntary Healthcare Scheme

Members of staff at UCLC are able to access one of the voluntary healthcare schemes offered by UCL.

### Professional Subscriptions

Should you be required to be a member of a professional body in connection within your role, UCLC is willing to pay the cost of the professional subscription/membership with the agreement of your line manager.

### Other

UCLC operates a no smoking policy. Staff are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.