**Terms and conditions of service**

Job Title

HR Manager

Reporting line

This post reports to the Head of Strategy, Finance and Corporate Services.

Salary

The full time salary  range for the post is £31,146-£36,885 per annum (YMT Grade 5).

Probationary period

Appointments are subject to the successful completion of a six-month probationary period.

Annual leave

The annual leave entitlement is 25 days per annum (pro rata for part time roles), increasing by five days (pro rata) after five years continuous service with the Trust, plus public holidays.

Pension

The Trust belongs to the Local Government Pension Scheme and all new employees are enrolled. It is possible to opt out of the pension using forms available at [www.nypf.org.uk](http://www.nypf.org.uk/).

Hours of work

The hours of work are 37 hours a week, worked over five days.

Period of notice

The period of written notice required for you to terminate this post is two months.  The Trust will give you one month’s notice.