



Edinburgh Leisure

Dear Applicant

POST: General Assistant – EICA Ratho
CLOSING DATE: Friday 25th July 2008

As requested, please find enclosed an Application Form and Information Pack for the above vacancy.

You will find the following enclosed:

- Edinburgh Leisure application pack and monitoring forms
- Information on Edinburgh Leisure and our conditions of employment
- Job Outline

You must complete the Application Form and Recruitment Monitoring form as soon as possible and return them, no later than the closing date, to:

Recruitment
Edinburgh Leisure
54 Nicolson Street
EDINBURGH
EH8 9DT

Please be aware that your application form will only be acknowledged on receipt of a stamped self-addressed envelope, however, you will be informed in writing, wherever possible within 4 weeks of the closing date, of the outcome of your application.

Due to the change in postal rates the size and weight of your envelope will affect the cost of return postage. To send it back to us in an A4 envelope you will need to ensure the correct postage is paid. **Your application will not reach us unless you pay the correct postage.**

Thank you for the interest you have shown in working for Edinburgh Leisure.

Yours faithfully

Human Resources Section

Our Competencies

The Edinburgh Leisure Competencies Booklet **Working With Us** describes the behaviours that we value, recognise and reward. Competencies are the behaviours that you must have, or must develop, in order to achieve high levels of performance.

This post requires all the competencies listed for Band 1.

What the job involves

The tasks, skills and responsibilities that are specific to this post – this section describes what is expected from employees in this role.

Customer Focus

- Ensure the delivery of great customer service
- Relay relevant information to customers in a confident and courteous manner

Cleaning

- Undertake cleaning (indoors and outdoors) as required following appropriate guidelines and procedures

Health & Safety

- Ensure all public areas are checked frequently
- Deal with emergencies and first aid as and when required
- Monitor the condition of the facility and equipment and report any faults to the Visitor Services Team

Equipment Set-Up

- Set up and recover equipment and ensure equipment is handled within Health and Safety guidelines

Decision Making

- The postholder makes effective decisions based on all the information available

Please note that this post will involve working outside in climate conditions, appropriate clothing will be provided.

Qualifications and Training

Recruitment Requirements

Applicants for this post will be expected to demonstrate the Edinburgh Leisure competencies required of a Band 1 post. In addition, applicants should have:



Edinburgh Leisure

- Experience of delivering great customer service
- Experience of cleaning is desirable

Disclosure Scotland Certificate Level: Enhanced



CONDITIONS OF SERVICE (SUMMARY)

Post:	General Assistants
Venue	EICA, Ratho (employees may be required to work at a different Edinburgh Leisure venue during their career with us)
Hours of Work:	16.00 hrs per week worked as agreed with manager
Other Requirements:	This post requires an Enhanced Disclosure Scotland check. Employment, if offered, will be subject to a medical check.
Payment Method:	Paid monthly, 3rd last working day
Annual Leave:	Up to 5 years service = 27 days (pro rata for part-time) Over 5 years service = 32 days Over 10 years service = 35 days
Public Holidays:	5 designated public holidays per year (pro rata for part-time)
Notice Period:	During probation period – 1 week, otherwise a minimum of four weeks, but will be detailed in any offer of employment
Pension:	Option to join Lothian Pension Fund; employee contribution 6%
Equal Opportunities:	Edinburgh Leisure is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation
Sickness Allowance:	Employees with less than 6 months service get SSP (Statutory Sick Pay) only. Occupational Sick Pay is available to employees with more than 6 months service (when the sickness commences) and starts from 5 weeks Full pay/5 weeks Half pay and increases to a maximum of 26 weeks Full Pay/26 weeks Half Pay after five years service.
Standards of Presentation:	Edinburgh Leisure has strict standards of presentation, which staff are required to comply with. Uniforms are provided for the majority of posts and where provided these must be kept clean and well presented.
Disabled Candidates:	If you have a disability and need assistance in completing your application form, or if you are short listed and have special needs for the interview, please contact the Human Resources Section to discuss your needs.
Other Benefits:	Free access to all our facilities and non-bookable activities

Please note that this is a summary of Edinburgh Leisure's conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.



Evidence of Right to Work in the United Kingdom (UK)

As a result of the Asylum and Immigration Act 1996, Edinburgh Leisure now requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are listed below. Only one is required;

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the UK, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Economic Area Agreement and which described the holder as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK.
- A birth certificate issued in the UK or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of their National Insurance Number.

Disclosure Scotland

The successful candidate must have an appropriate level of certificate from Disclosure Scotland prior to starting their employment. The level of check required depends on the post applied for and the recruiting manager will advise of this and will arrange for the check to be carried out.

Type of Contract

Edinburgh Leisure uses different contracts depending on our needs for a particular set of skills. Most of our posts are substantive and permanent, full-time or part-time, and most posts operate a shift pattern (which can be altered by Edinburgh Leisure to suit customer demand). Some permanent posts are used as relief posts and are not attached to a shift pattern, although shifts are agreed in advance. Where needed though we will use other contracts as detailed below;

Temporary – these will be for a specified period of time and are normally used to cover the absence of a permanent employee.

Fixed Term – these will be for a specific period of time for posts that are set up to deliver specific and unique projects, and will usually depend on some source of external funding.

Seasonal – these are temporary posts, used over our busier summer periods and to cover for annual leave of our permanent staff. These work flexibly, agreeing shifts 1-2 weeks in advance.

Minimum Hours – these contracts stipulate the minimum number of hours (usually 7.5 hours/week) that must be worked, averaged out each month. An agreed number of shifts will be offered in advance, and these contracts require a flexible approach, as they cover annual leave, training and sickness, so the available shifts will vary each week.

Edinburgh Leisure

For more information about Edinburgh Leisure please visit our website www.edinburghleisure.co.uk. Please contact the Human Resources Sections on 0131 650 1001 if you require any other information about working for Edinburgh Leisure.