

## **OCCUPATIONAL THERAPISTS**

### **Pay & Benefits for working for Enfield**

**We are committed to offering you the best employment benefits that we can. Below are the details of the kinds of benefits that you can enjoy as an employee of Enfield Council.**

#### **Support**

Regular quality meetings with your Manager ensure that your workload is manageable. At Enfield, we offer a supportive working environment with active support for professional development to ensure you are not left without advice and help.

#### **Trainee Scheme**

At Enfield, we appreciate the value of nurturing talent. That's why if you are employed with us as an Occupational Therapy Assistant, we offer the opportunity to study for the Occupational Therapist qualification (for a fixed number of places per year). Our very successful "Grow our own scheme" affords the chance to study with all fees paid for whilst you continue in your job with Enfield Council. What's more, in return for your commitment to remain working with Enfield after you qualify, you can expect to be paid a higher salary whilst you study.

#### **Integrated Service**

Our brand new Occupational Therapy centre has all the facilities our teams need to provide vital support to disabled people in the community. For a start, we now have everyone in the service working on the same site. We've also installed a high-tech demonstration area where you can talk users through our complete range of equipment, including innovative technology such as Telecare. We think you'd be hard pushed to find better facilities anywhere else.

#### **Career Development- Your learning experiences**

The organisational structure within each service will allow you to progress in your career. The clearly defined career paths will enable you to choose how far you want to go.

We want you to develop to your full potential, and we don't just mean sending you on training courses. Yes we have a wide range of excellent training courses including our new Leadership and Management programme "Leading Enfield", but we also actively promote the use of secondments, shadowing, mentoring, and action learning sets to name a few. These opportunities are designed to help you develop in your career and enable you to gain new and valuable learning experiences. Feeding these experiences back into the organisation will enrich the skills sets and knowledge of our staff.

Where studying for a specific qualification will enhance your ability to do the job, we may be able to fund this for you, allowing you the chance to further yourself without financial worry, and allowing us to gain the knowledge and skills from you.

In recognition of our commitment to our staff we have been awarded Investors in People accreditation, which is a national standard given to organisations and businesses that have clear goals for their staff and actively help them to experience success. We believe that staff are our most vital asset and know that a workforce that succeeds is a Council that succeeds.

### **Retaining talent**

With the option of internal recruitment activity operating at Enfield, this means that you may not need to compete with external candidates if you see another position you would like to apply for. Unlike other Borough's, we recognise that we want to retain the talent that already exists within our organisation and so want to offer our staff the most opportunity that we can in order to enable career development.

### **Pay and other related benefits**

At Enfield we aim to offer very competitive rates of pay in comparison with other Outer London boroughs. Our Occupational Therapist salaries are regularly reviewed to ensure this. See the individual vacancies for further details.

### **Excellent pension scheme**

We are able to offer you an excellent final salary pension scheme. Employees

contribute between 5.5% and 7.5% depending on which of 7 salary bands their full time equivalent salary falls into. An excellent range of guaranteed benefits are payable, including:

- An index linked retirement pension for life
- An employer's contribution reviewed tri-annually to maintain the fund value
- Optional tax free lump sum on retirement
- Spouse's, Partner's or Civil Partner's pension payable for life
- Children's pensions payable up to age 18, later if in full time education or for temporary/permanent incapacity
- Early payment of benefits if a member is 55 or over and made redundant or takes early retirement with their employer's consent
- Ill health provisions from any age if your illness means you can't work anymore Tax-free Death Grant for your nominated beneficiary of three times annual pay

### **Child Care Vouchers**

Childcare vouchers are a means of paying for childcare - they are one of the ways in which employers can assist employees with childcare costs. A set amount (as specified each year by Government) per week supplied via childcare vouchers is exempt from tax and National Insurance Contributions (NIC) for employees, so we can help you to save money with your childcare fees.

### **Generous annual leave entitlement**

We are pleased to be able to offer you up to 31 days leave per year. In addition to this, you will also be entitled to 8 public holidays per year and an extra day off at Christmas. That's a total of up to 40 days leave per year!

	Completed years service as at 31st March each year	
	0-4 years	5 years +
Occupational Therapy Assistant (unqualified)	25	30
Occupational Therapists, Assistant Team Managers & Team Managers	26	31

What's more, we understand if you want to take a prolonged holiday, overseas for example, so you may be able to transfer some of your leave entitlement from one year to the next.

### **Other leave**

The council also supports a wide range of other types of leave including maternity, paternity, maternity support parental, dependency and adoption leave.

### **Work Life Balance- Flexible employment**

We offer time off in lieu (TOIL) as we recognise that on certain occasions we may need you to work additional hours. In return we will ensure that you get this time back.

We also offer a variety of other flexible working opportunities (subject to the needs of the service) such as:

- Part time working
- Job sharing
- Compressed working hours - this allows you to work your total weekly hours over fewer working days
- Staggered hours - this allows you to start and finish your day at different times
- All the above options for flexible working opportunities are major contributors to enable you to achieve a balance between your work life and your home life.

### **Career break**

In addition to the above flexible working choices, The Council also provides a Career Break Scheme. This scheme is currently used for a variety of reasons, including but not limited to:

- Care of children or other dependants;
- Education or training;
- Travelling abroad.

## **Vehicle allowances**

If we need you to use for car for council business, you will be able to claim mileage. The rate for this mileage will depend on how many miles you do in a year, either classing you as an essential or casual car user, but you must be insured for business use. We acknowledge that not everyone uses a car and actively encourage the use of pedal cycles if it is possible for you to travel around the borough on business in this way. It not only reduces the number of cars in the borough, therefore improving our environment, but also makes for a healthier you! You can claim pedal cycle and motor cycle allowances.

## **Parking**

For your convenience, we can offer you free or subsidised car parking, dependent on the site.

## **100% interest free season ticket loan**

If you don't wish to take advantage of any of the generous vehicle benefits, we can offer you an interest free season ticket loan, repayable in convenient monthly instalments.

## **Health & Leisure**

The health and wellbeing of our staff is important to us. That's why we have negotiated discounts with various organisations to enable you to make choices about your health and lifestyle.

## **Employee Assistance Programme - Advice and Counselling Service**

The Employee Assistance Programme is a free and confidential service available to staff and members of their family household. They can help with all sorts of queries, for example:

- General information and Citizens' Advice services e.g. consumer issues, tax
- Financial advice e.g. queries regarding mortgage or debt management
- Legal advice e.g. advice on property/tenancy issues, wills
- Telephone & Face to Face Counselling

### **Long service award**

At Enfield, we recognise loyalty, dedication and hard work and regularly celebrate the contribution made by those who have completed 25 years of service.

**The pay and benefits within this document are subject to post, grade, and length of service. To find out which of these benefits will apply to you, please phone 0208 379 1000 and ask for the Human Resources Team.**