



## HR ADVISOR

### SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

<b>Contract type:</b>	Fixed Term Contract - 18 months, Part Time 3 days a week. Flexible working by arrangement
<b>Office location:</b>	Alban Dobson House, Green Lane, Morden, SM4 5NS Flexible working by arrangement
<b>Salary:</b>	£20,000 to £22,000 per annum (depending on experience)
<b>Commencement Date:</b>	As soon as possible
<b>Probation period:</b>	The probationary period is three months. During the probationary period the notice period by either party is one week.
<b>Holidays:</b>	Annual leave entitlement of 15 days plus Bank Holidays, increasing by 1 day per annum to a maximum of 30 days.
<b>Hours of Work:</b>	The basic working week is 21 hours (9am-5pm) although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not payable.
<b>Notice Period:</b>	After probationary period from employer, one month from employee, one month.
<b>Staff Benefits:</b>	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.
<b>Head Office:</b>	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS. Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB

Please note that an offer of employment will be subject to satisfactory references and medical report