

TERMS AND CONDITIONS

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| Salary: | Salary dependent on experience. |
| Contracted hours: | 37.5 hours per week. |
| Working hours: | <p>Monday to Friday, 9:00am to 5:30pm.</p> <p>From time to time, you may be required to work outwith and/or in excess of your normal working hours. Remuneration for such additional hours is already contained within the salary.</p> |
| Location of work: | <p>This post will be based at the e-Centre, Cooperage Way, Alloa, FK10 3LP.</p> <p>GreenPower operates a hybrid working policy with the expectation that staff will operate from the office at least 50% of their working time.</p> <p>Travel, principally between the Alloa office base and various sites in the UK is required. The nature of this post will require staying away from home on occasions.</p> |
| Annual leave: | This post carries a holiday entitlement of 25 days personal leave, plus 12 statutory holidays / office closure days per annum. |
| Sick pay: | Entitlement to occupational sick pay. |
| Pension: | GreenPower operates an auto-enrolment pension scheme with the Employer contribution of 3% of gross salary. This is subject to pension auto-enrolment rules and therefore a small contribution may also be required from employees depending on your applicable salary. Salary sacrifice available. |
| Non-contractual benefits: | <p>Private health insurance (with the option to add partner / family members on at a cost). Private health insurance is a benefit in kind and therefore subject to tax.</p> <p>Electric car salary sacrifice scheme.</p> <p>Team bonus scheme.</p> |
| Responsible to: | Reporting to the Finance Director. |
| Employer: | The post-holder will be employed by GreenPower Developments Ltd. |
| Offer of employment: | An offer of appointment will be made subject to eligibility to work in the UK, two satisfactory references, and a Level 1 disclosure check. |