

TERMS AND CONDITIONS

Job title: Consultancy Project Manager (Maternity Cover)

Position and Salary

The salary range is £48,000-£55,000 depending on qualifications and experience. UCLC, in addition, operates a Performance Related Pay Scheme under which employees can achieve up to a further 10% of gross annual salary based on agreed targets, both personal and company based. Please note that you must have achieved a minimum of six months service as at 31 July in your first year of employment to be eligible for inclusion in the scheme.

Hours of Work

The normal hours of work are 35 hours per week, excluding lunch hours. Office hours are 9.00am to 5.00pm, Monday to Friday and UCLC operates a hybrid working policy between office and home.

Pension

The post holder will be eligible to join our contributory pension scheme. The company operates the SAUL pension scheme.

Holidays

The leave year runs from 1 October to 30 September. An annual holiday entitlement of twenty-five working days per annum may be taken with line manager's approval. There are also eight Public Holidays, and a further six days leave given to mirror the UCL closure days over the Christmas and Easter periods.

Probationary Employment

Your initial 9 months of employment is probationary. During your probationary period your employment may be terminated by either party giving not less than 1 month's written notice to the other. The successful completion of your probationary period will be confirmed to you in writing and the Company reserves the right to extend the probationary period upon further notification to you if it is deemed necessary. We may also terminate your employment if you do not reach the standards we require.

Season Ticket Loans

Season ticket loans are available to staff who have successfully completed their probationary period. The season ticket loan scheme is processed via a monthly deduction from salary.

Voluntary Healthcare Scheme

Members of staff at UCLC are able to access one of the voluntary healthcare schemes offered by UCL.

Professional Subscriptions

Should you be required to be a member of a professional body in connection within your role, UCLC is willing to pay the cost of the professional subscription/membership with the agreement of your line manager

Other

UCLC operates a no smoking policy. Staff are expected to conduct themselves in a professional manner whilst in the work environment and should be well presented.