

**GRADUATE MANAGEMENT TRAINEE PROGRAMME**

**GENERAL INFORMATION ON TERMS & CONDITIONS OF EMPLOYMENT**

**DURATION OF PROGRAMME: 2 years**

**START DATE: tbc**

**SALARY: £24,657 (Grade 5)**

This salary is for the duration of the 2 years on the programme (subject to any pay awards). It is the policy of the Authority that **all** salary payments are made by credit transfer into a bank or building society account.

You will be paid calendar monthly in twelve equal payments by credit transfer on the 15th of each month. Where the 15th is not a normal working day, you will be paid on the last normal working day, prior to the 15th of the month.

**RESIDENCE REQUIREMENT**

Must be a graduate from a Greater Manchester educational institution or must be resident within GM boundary.

**HOURS OF WORK**

36.25 hours per week

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

**TRAINING AND OFFER OF PERMANENT POST**

Over the two years of the programme you will be supported to take part in a range of Learning and Development opportunities which will contribute to meeting the needs of the authority, our local community and the region.

On successful completion of the two-year programme, you will be offered a permanent post with the GMCA. The Scheme agreement will require that you accept any reasonable offer of a permanent post and remain in GMCA’s employment for a further two years, on completion of the trainee programme.

**HOLIDAY ENTITLEMENT**

25 days per annum (pro-rata during the commencement and cessation years), rising to 30 days after five years' continuous service.

**MEDICAL EXAMINATION**

Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

**ESSENTIAL CERTIFICATES**

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Role Profile. Upon appointment, copies of essential certificates will be required. The appointed candidate will also be required to provide proof of their Right to Work in the UK.

**PENSION SCHEME**

You will be automatically admitted to the Greater Manchester Pension Fund. This provides excellent value for money as you only pay for part of the cost of the benefits - Greater Manchester Combined Authority will pay the remainder.

If you prefer to opt out of the Greater Manchester Pension Fund, you will need to do so in writing by contacting the Authority after commencement of your employment.

**PROBATIONARY PERIOD:**

The first six months of your employment will be a probationary period during which your suitability for the position to which you have been appointed will be assessed. The Authority reserves the right to extend your probationary period if in its opinion such extension is necessary. During your probationary period your employment may be terminated by the Authority on one week's notice in writing.

The probationary period does not apply to employees currently employed by Greater Manchester Combined Authority or those with continuous service from other local authorities.

**EQUAL OPPORTUNITIES**

The GMCA is an Equal Opportunities Employer and we positively welcome applications from all candidates regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**SMOKING POLICY**

The GMCA operates a No Smoking policy.

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