### JOB FACT SHEET

**Agency Services Manager**  
**United Kingdom & Northern Area**

<table>
<thead>
<tr>
<th><strong>Hours of work</strong></th>
<th>37 hours per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday to Thursday:</td>
<td>08:30 – 17:00</td>
</tr>
<tr>
<td>Friday:</td>
<td>08:30 – 16:30</td>
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</tbody>
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**Annual Leave**  
25 days per annum. You will be awarded one additional annual leave day for each full completed year of service as at 1 January each year, until you have reached the maximum of 30 days.

**Public Holidays**  
8 days per annum

**Privilege Holidays**  
Paid shutdown between Christmas and New Year  
There is also a paid shutdown on the afternoon of Maundy Thursday.  
An additional paid privilege day may ordinarily be taken between 1 May and 31 August each year. However, the Commission reserves the right to move this day in accordance with the needs of the business.

**Probation Period**  
Six months

**Pay**  
D2 Pay Range - £37,280 - £46,600 per annum, depending upon experience

**Pension**  
A Personal Pension Plan is offered, with the Commission contributing up to a maximum 13% of gross salary.

**Life Assurance**  
For employees up to the normal State Pension age, cover consists of six times pensionable salary for those in the Group Personal Pension Plan and three times basic salary for those who decide to opt out.

Information from this application may be processed for purposes permitted under the General Data Protection Regulation. Information about how your data is used and the basis for processing your data is provided in our job applicant privacy notice published on our website.

Appointment will be subject to proof of original educational and/or professional qualifications required for the role, two satisfactory employment references, satisfactory medical clearance and proof of right to work in the UK.