

Pay Band by Post - April 19

BAND	DEFINITION	POSTS		
Band 1	<ul style="list-style-type: none"> Secretarial, Clerical / reception posts. The key characteristics of these posts may be that while they may involve some administrative work and a number of the administrative tasks might be complex they will fall short of the level of judgement and discretion implicit in a Band 2 post. 	Receptionist Clerical Officer (Band 1)		
Band 2	<ul style="list-style-type: none"> Administrative posts with specified responsibilities within a particular section. The key characteristic of these posts is the level of judgement and responsibility. Secretarial work will not normally be involved except responsibility for high-level secretarial tasks. 	Estates Assistant Finance Assistant Asset Management Assistant (Band 2)	Asset Management Administrator	
Band 3	<ul style="list-style-type: none"> Senior administrative posts (level 1) which involve a level of judgement and a proportion of ad hoc decision making. NB. Some supervision of staff may be involved but this stops short of line management responsibility.	Senior Estates Assistant	PA/ Corporate Administrator (Band 2/3)	Technical Officer Estates Officer
Band 4	<ul style="list-style-type: none"> Senior Administrative posts (level 2) which involve a high level of judgement and a high proportion of ad hoc decision making. Postholders will be demonstrating a high degree of independent activity and carrying responsibility for a distinct area or operation. NB. Some supervision of staff may be involved but this stops short of line management responsibility.			Investment Officer Finance Officer (Band 3/4)
Band 5	<ul style="list-style-type: none"> Senior Supervisor/ Managerial posts (level 1) Complex jobs with a high level of responsibility and that may include intense staff supervision/line-management.	Operations Manager Technical & Property Asset Manager		
Band 6	<ul style="list-style-type: none"> Senior Supervisor/ Managerial posts (level 2) Postholder will have full responsibility for a department or function of the organisation and for reporting to Sub Committee/Board for the performance of their department or function.	Not currently used		
Band 7a + b	<ul style="list-style-type: none"> Senior managers who are the head of a department of the organisation and who also carry management responsibility for staff within their departments. There will normally only be one such person per department. To attract payment at sub-band b level, the individual would normally be a full member of the Corporate Management Team contributing to corporate strategy and planning and overall governance of the organisation. They would have responsibility for reporting to Board for the performance of their department. 	Head of Finance & Corporate Services Manager (7b) Director of Operations (7b) Director of Investment (7b)	NB: <ul style="list-style-type: none"> Placement for all posts will be based on an assessment of individual performance, knowledge/experience and skill level. Flexibility in terms of payments to attract or retain key staff will apply to all bands. This flexibility will permit the salary bands to be breached by additional salary equating to not more than 10% of the upper band level set for the post, where this is specifically sanctioned by Board. 	