CANDIDATE INFORMATION SHEET
GLOBAL HEALTH & SAFTEY ADVISOR

Terms of Appointment
This is a permanent post being recruited for as soon as possible. We are currently promoting hybrid ways of working where the post-holder will have the opportunity to work from home but will also be required to work from our Manchester City Centre office as required. The anticipated level of office attendance is once per quarter, with all travel costs borne by the post-holder. This may be more frequent during the probationary period.

THE BENEFITS PACKAGE

Remuneration
The salary for this post is £37,452 - £42,372 per annum, and the pay ranges are:

Point 1 - £37,452 per annum
Point 2 - £38,388 per annum
Point 3 - £39,348 per annum
Point 4 - £40,332 per annum
Point 5 - £41,340 per annum
Point 6 - £42,372 per annum

It is MAG's firm policy to start all new starters on be Point 1 of the scale. Subject to satisfactory performance, progression will be automatic with individuals receiving an increment on the 1st of the month, following the anniversary of their appointment, until they reach point 6.

Other Benefits

Leave: Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.

Other benefits: MAG has a number of other benefits in place, including:

Pension: MAG has a salary sacrifice group personal pension plan in place and matches employee's contributions up to 5%.

Ride to work bike scheme: This enables employees to buy a bike using the Governments salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000. (if based in the UK)

Insurance: MAG provides Personal Accident and Medical Expenses insurance to all staff for any period spent overseas whilst working for MAG.

Death by Natural Causes Insurance, paying out £300k lump sum, subject to scheme rules.

Professional Subscriptions: MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

Employee Assistance Programme: MAG offers free access to Health Assured, a service providing 24/7 confidential support and expert advice on a wide range of issues.

OTHER TERMS

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one-hour unpaid lunch break. MAG has a flexible working policy and the details of this can be provided on request.

Probation: The post holders would be subject to a 6- month probationary period.

APPOINTMENT

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

References: All offers of employment will be subject to the receipt of two professional references satisfactory to MAG and verification of your professional membership and qualifications. MAG requires references from your two most recent organisations and your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you and will discuss the process with any successful candidates.

Anti Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

DBS/ Police Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a DBS check. This role has been identified as requiring a basic criminal records check on appointment and once every three years during employment.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK, if residing here. Further information will be provided when an offer of employment is made.

Data Protection: MAG is an international organisation with programmes worldwide, many outside of the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection for personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of Sunday 17th October 2021.

Interview Arrangements: Interviews will be held via MS Teams. If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted within 3 weeks of the closing date, you should assume that your application has not been successful.