



Public Affairs Officer

Summary of Terms and Conditions of Service

Period of Appointment	Permanent
Hours of Work	Full time – Monday to Friday, 35hrs per week flexible
Probation	Six months
Salary	£22,000 -£25,000 depending on experience
Annual Leave	25 working days plus 9 public and bank holidays

Pension Scheme

There is a non contributory pension scheme equivalent to 9% of salary which all staff are enrolled into upon starting employment.

Season Ticket Loan

A scheme is in operation for the provision of loans to employees to cover the costs of travel season tickets with deductions being made from the employee's pay on a monthly basis.

Confidentiality

In the course of your work you may have access to personal or confidential information which must not be disclosed or made available to any other person unless in the performance of your duties or with specific permission. Breaches in confidentiality may lead to disciplinary action.

No Smoking Policy

Please note that smoking is not allowed in Community Pharmacy Scotland's offices.

Community Pharmacy Scotland is an equal opportunities employer with appropriate Human Resource policies for all aspects of staff management.