

our ref  
your ref  
please ask for **Recruitment Team**  
direct dial **01473 432766**  
email **recruitment@ipswich.gov.uk**

Dear Applicant

**RE: TEMPORARY BUSINESS SUPPORT ASSISTANT/OFFICERS (CAREER GRADE)  
(3 POSTS)**

Thank you for your interest in the above post. Enclosed in this application pack you should find a copy of:

- Application Form
- Job Description
- Person Specification

In addition, please note the following:

- As a thriving multi cultural regional centre, Ipswich offers excellent quality of life. The Council is committed to promoting equality of opportunity and welcomes applicants from all sections of the community.
- Any disabled candidate meeting the minimum requirements will be guaranteed an interview
- Job sharers welcome
- The above post is subject to job evaluation

**Application Form:**

The application form plays a key part in our selection process. We use the information you provide to shortlist for interview.

You are urged to ensure that all the information contained in your application is relevant and that you demonstrate how you meet the criteria on the person specification. Please use the person specification for guidance when filling in the application form.

## References:

If successful at interview, Ipswich Borough Council will seek to obtain two employment references. Wherever possible the name of your first referee must be from current employment/education and the second from either current or former employment/education. If you cannot provide an "employment" reference please contact the HR Team at Ipswich Borough Council for further assistance.

For your information, the salary for this post is: **£14,710- £19,713**

The closing date is **4th August 2010**. Please send your completed application form to Human Resources, 5<sup>th</sup> Floor Grafton House, 15-17 Russell Road, Ipswich, Suffolk.IP1 2DE or email it to [recruitment@ipswich.gov.uk](mailto:recruitment@ipswich.gov.uk).

## Single Status Harmonisation' exercise:

For your information, the Council is in the process of implementing a national Single Status agreement to harmonise the pay and other terms and conditions of all of its employees (with the exception of jobs designated as 'Craft' posts). This includes assessing every post in the organisation using a common job evaluation scheme to determine its new grade and, therefore, rate of pay. Therefore please be aware that, the rate of pay for this job could go up, stay the same or go down when the new pay structure is implemented - which is currently scheduled for later in 2010.

As part of this exercise, new Job Descriptions are being produced for every job to ensure they are job evaluated using an accurate and up-to-date list of main duties and responsibilities. A copy of the new job description has been enclosed for your consideration.

If you have any recruitment queries, please do not hesitate to contact us on 01473 432766. Please leave your name, number and brief details of your question and a member of the recruitment team will call you back.

Yours faithfully,

Recruitment Team.  
Human Resources.

-----  
Please indicate which post(s) you are applying for and attach to your application

Business Support Assistant/Officer (Temporary 6 months 36 hours)

Business Support Assistant/Officer (Temporary 12 months 36 hours)

Business Support Assistant/Officer (Temporary 18 months 36 hours)