

## **Main terms of employment Data Officer**

Reporting to:	Data Quality Manager
Salary:	£29,355 per annum (inclusive of the London Weighting).
Location:	Working from home and in the London Office.
Hours:	35 hours per week (Monday-Friday).
Tenure:	1-Year Fixed-Term Contract
Holidays:	<p>28 days per year, plus bank holidays. The holiday year runs from 1 April to 31 March. (If this role is part-time and/or starts part-way through the financial year, this will be pro-rata equivalent)</p> <p>After 2 years' service, your annual leave increases to 29 days plus bank holidays.</p> <p>After 3 years' service, your annual leave increases to 30 days plus bank holidays.</p> <p>You will be able to buy 1 weeks' worth of Annual leave in the new financial year.</p>
Pension:	Eligible employees will be automatically enrolled into our Royal London pension scheme on their start date. PCUK will contribute 4% of gross salary; employees are required to contribute 3% of gross salary rising. Employees can opt out of the scheme at any time.
Benefits:	We offer travel loans for the purchase of an annual season ticket, death in service benefit and paid compassionate leave. We also operate a Cycle to Work Scheme. We offer an enhanced Maternity, Paternity and Adoption pay for eligible employees. All employees have access to our employee assistance programme offering a free, confidential helpline on work and personal matters.

## **How to apply**

- 1) If you wish to discuss the role informally, before applying, please contact Dan Pickford, Head of Data at [Dan.Pickford@Pancreaticcancer.org.uk](mailto:Dan.Pickford@Pancreaticcancer.org.uk)
- 2) Please address the criteria in the person specification form. This information will be used to select candidates for interview.
- 3) Please submit your application form and CV in Microsoft Word / PDF format to [jobs@pancreaticcancer.org.uk](mailto:jobs@pancreaticcancer.org.uk)
- 4) The closing date for submitting applications is **Sunday, 22<sup>nd</sup> May 2022**.
- 5) Interviews dates: To be confirmed
- 6) If you are invited to interview, you will be asked to provide a scan / clear photo of your right to work before the interview to prove your right to work in the UK. If you are successful for the role, the HR department will organise an appointment for you to visit the office so a copy of your right to work document can be taken.

May 2022