Unit 1, Block C

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**DATRYS CONSULTING ENGINEERS
APPLICANTS’ INFORMATION PACK**

# Job Vacancies

We can only accept applications from candidates who have a legal permit or right to work in the UK. For further information, please visit the: [Home Office UK Border Agency website](http://www.ukba.homeoffice.gov.uk/).

# Relocation policy

We are able to offer a limited amount of financial help towards relocation costs for employees, depending on the circumstances.

# Training & Development

Datrys is committed to an effective induction process and on-going training and development of our staff.

An induction training and development plan will be drawn up before an employee starts work/starts a new role. The plan will be discussed with the Director during the first week in the role.

Training and development plans will be drawn up in relation to the individual needs of the employee, taking into consideration:

* Areas raised through the recruitment and selection procedure;
* Areas relevant to the job;
* Promotion – any new skills and knowledge needed.

All staff are encouraged to pursue Continuous Professional Development (CPD) activities and the Company will support staff to achieve chartered membership of the ICE and IStructE, where appropriate. Datrys operates an ICE Company Training Scheme which is open to Graduate Engineers and Technicians. Training and development plans will also take into consideration the needs of the Company, and will include some generic training.

**Cert No. 1170**

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# Pay

Datrys aims to offer a competitive pay and benefits package in order to attract and retain the highest quality people.

Employees are paid monthly, on the last working day of the month.

Pay levels are reviewed each year by the Board and any changes are effective from 1st May.

Employees who join the Company late in the salary year may not receive an increase in their first year, as an adjustment to pay will normally have been made at the time of joining the Company.

# Pension

Staff are automatically enrolled into the NEST pension scheme.

# Hours of work

Normal hours of work for full-time employees are 37.5 hours per week, 9 am to 5.30 pm, Monday to Friday. However, the nature of your job may mean that you will need to work outside these hours.

The Company operates a flexitime policy with bandwidth hours 8.00 am to 6.30 pm.

Core hours are 10-12.30 and 1.30-4.30pm.

Employees are entitled to a one-hour unpaid lunch break during a normal working day.

# Annual leave

Holiday entitlement in a full year is 25 working days. Public holidays are additional to annual leave. Following 4 years’ service staff receive an additional day’s holiday up to a maximum of 28 days.

Part-time staff (which includes part-year staff) are entitled to a pro-rata number of days’ annual leave.

# Payment during sickness absence

Datrys operates an Occupational Sick Pay Scheme (OSP) in parallel to the Government’s Statutory Sick Pay Scheme which is payable to employees after three months’ service. OSP allowances are determined by length of service and in any 12-month period employees may receive full pay for any period of sickness up to eight working weeks’ absence in total.

For part-time employees, OSP is based on the number of days worked per week and paid at the normal part-time rate.

# Compassionate leave

Employees are entitled to paid compassionate leave of up to ten days (pro-rata if part-time) where there are urgent and compelling personal or domestic reasons.

# Work in a smoke-free atmosphere

We operate a no-smoking policy. Smoking, including e-smoking, is prohibited in all buildings and vehicles.

# Staff Involvement

We hold regular staff meetings where staff share their recent work experiences and review the Company’s performance. Staff are encouraged to contribute ideas and make suggestions for improvement.