

National Library of Scotland – working with us

Working Hours

Our full time hours are 37 per week excluding meal breaks. Our part-time hours are as advertised.

Annual Leave

You will begin on 30.5 days' paid holiday each year. This rises to 35.5 days after you've completed 5 years of continuous service. You also receive 6 days' paid public holidays each year. Part time employee's entitlement will be pro-rated.

Pension

Civil Service Pension provisions enable the National Library of Scotland (the Library) to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

Flexible working

We feel that a work-life balance is essential and we offer employees:

- flexible working hours
- additional annual leave purchase
- career breaks
- special leave
- maternity/paternity/adoption/shared parental leave
- childcare vouchers

*Length of service eligibility will apply to some of the above

Health and welfare

We offer our employees access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- occupational health advisory service
- discounts at Edinburgh Leisure gyms
- eye tests for VDU users
- bike to work scheme
- travel season ticket advance purchase scheme

Probation

All staff will be on probation for a six month period from date of appointment.

Confirmation of the appointment will be dependent on the successful completion of this probationary period.

Health and disability

We are positive about people with disabilities. We endeavour to make reasonable adjustments to enable employees to perform their duties to the best of their ability.

If you require a reasonable adjustment, Human Resources will contact you to discuss the requirements you have indicated.

Equal opportunities data

We are committed to equality and diversity. All employees and applicants for jobs will be considered on their abilities and will not be discriminated against on the grounds of age, caring responsibilities, colour, disability, employment status, gender, gender identity, marital status, membership or non-membership of a trade union, nationality, political belief, race or ethnic origin, religion or belief, sexual orientation or any other irrelevant distinction.

As part of this commitment we undertake equal opportunities monitoring of our workforce and also of applicants for jobs to enable us to evaluate the effectiveness of our policies and procedures.

The information on the form will be treated as confidential and will be issued in accordance with the requirements of the Data Protection Act 1998. The information will be used for statistical purposes only, except for successful candidates, as the data will also form part of their personal, confidential record. The form, including date of birth, will not be seen by any members of the short listing or interview panel.

Disclosure Scotland

It is a condition of employment that the successful applicant for all posts undertakes a Basic Disclosure Scotland check, the result of which must be satisfactory to the Library. The Library will also refund the associated costs to the successful applicant.

Eligibility to work in the UK

Employers are required to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide appropriate documentation as evidence at interview stage, normally in the form of a passport and/or other document which states that you have the right of residence and right to work in the UK.