

## Decision under Delegated Powers

### Housing Systems Officer - Market Premia

#### Officer Requesting the Decision

Jayshree Patel – Housing Systems Team Leader

#### Officer Making the Decision

Alison Simmons - Head of Strategic and Private Sector Housing

#### Recommendation

That the Housing Systems Officer M034 post be subject to a market premia of £4,000 per year for three years.

That the market premia be funded from the Housing Revenue Account.

#### Reasons

To increase the likelihood of a successful recruitment campaign by offering a competitive salary following three unsuccessful attempts to recruit to this post in the last nine months.

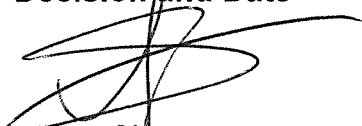
To target the financial resource at an area of organisational risk.

#### Authority for Decision

A delegated decision is required under the Market Premia Policy and Procedure (P5):

*The request will need to be approved by the HoS of the relevant department. Therefore, the line manager requesting the market premia will also need to complete a Delegated Decision and forward it to HoS, in order for the decision to be formally recorded and so that the appropriate financing arrangements can be secured. The completed Market Premia Questionnaire outlining the business case and evidence should be attached to the Delegated Decision application. Before approving payment, the HoS should consult the Strategic Director who should also be satisfied that there is a sound business case for awarding a market premia to an individual employee or group of employees **and** that this is supported by sufficient and justifiable evidence.*

#### Decision and Date



Alison Simmons  
Head of Strategic and Private Sector Housing

21st August 2021

## **Background**

See Appendix A – In line with Market Premia Policy and Procedure

The post has been covered by a consultant since April 2020. The current consultant is working three days per week whilst recruitment to the position takes place.

First unsuccessful recruitment campaign was short listed on the 12<sup>th</sup> October 2020 when two applicants were shortlisted and interviewed, due to lack to experience an appointment was not made.

The second round of recruitment in January 2021 five candidates were shortlisted and interviewed. One candidate was offered the job, but later withdrew.

Third campaign in April 2021, seventeen applications were received and three were interviewed, due to lack to experience an appointment was not made.

Similar positions at other organisations attract a higher salary. It is therefore highly unlikely that a suitable candidate will be attracted at the current salary point.

The Strategic Director for Community, Planning and Housing was consulted by the Head of Strategic and Private Sector Housing and confirmed support for the awarding of the market premia on the 9<sup>th</sup> August 2021.

## **Comments from HR**

HR Adviser: Anna Cairns (16/8/21)

Comments: From the documentation included this would indicate that this will meet the criteria of the Market Premia Policy and Procedure.

## **Financial Implications**

The current rate of pay within the market (based on similar type roles) are highlighted in Appendix A – four comparators have been obtained.

The cost of the market premia/supplement for 2021-2022 including on-costs (41.2%) will be £5,648 (rounded). The cost for 2022-2023 and 2023-2024 will be subject to inflation.

A Budget virement will be made from the Housing Revenue Account for the additional costs.

## **Risk Management**

There are no significant risks identified with this decision.

Key Decision:  Yes  No

## APPENDIX A - Market Premia Questionnaire

### Housing Systems Officer – M034

**Can the recruitment or retention issues be addressed in any other way? E.g. opportunities for development of more junior staff, extra support, facilities, flexible working practices, possible secondment of staff across the organisation etc.**

The post is essential to provide systems support to Landlord Services and Strategic and Private Sector Housing. It is therefore desirable to secure a suitably experienced candidate through the Council's recruitment processes.

**Has consideration been given to job re-design? Please comment**

At present the job design contains the correct functions associated with the post.

**Please present evidence, within the previous 12 months, of a failure to recruit or of recent retention problems that exist. This can be turnover figures, exit information, interview data and unsuccessful recruitment campaigns in terms of unsuitable candidates. Any unsuccessful recruitment campaigns must be shown to be rigorous. You must include dates alongside each item of evidence.**

The post has been covered by a consultant since April 2020 at a cost of £400 per day. The current consultant is working three days per week whilst recruitment to the position takes place.

First unsuccessful recruitment campaign was short listed on the 12<sup>th</sup> October 2020 when two applicants were shortlisted and interviewed, due to lack to experience an appointment was not made.

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**State what the risks are/ impact to the Council, if the department is unable to recruit or retain employees with key skills required for the specific role?**

Housing System officers provides system support to Landlord service and Housing Strategy and support service within the Housing Department.

- For resilience of the team, it is crucial that this post is recruited
- Progressions of system projects
- Providing support and training to both the sections

**What level of market premia is to be given? Please evidence the extent to which the Council is not competitive with other comparable organisations. This should include information on comparable pay data and also reference the complete benefits package where possible.**

See Appendix 1, which details adverts for similar roles at the following salaries:

1. Hampshire County Council - System Support Officer - range £26,544-£29,853 a year
2. Birmingham – Systems Analyst - range £28,000 - £32,000
3. Sheffield/Birmingham - Applications Analyst – up to £40,000
4. ARM Engineering - Application Support Officer – range £28,000 - £30,000

**DURATION OF MARKET PREMIA AND ANTIPATED DATES FOR PAYMENT TO COMMENCE AND CEASE:**

Maximum allowance of three years from date of new contract once agreed.

**JUSTIFICATION FOR DURATION OF MARKET PREMIA:**

In order to attract a suitable candidate three years would be considered a reasonable amount of time.

**CALCULATION OF MARKET PREMIA:**

(State amount requested showing calculation use separate sheet if necessary)

The Council's Scale E salary range for the role is £24,982 to £27,041

Birmingham's salary ranges from £28,000 to £32,000 for System Analyst.


The difference between salary CBC Scale E and bottom of Birmingham salary is £3,018 and this is the amount that has been requested.

## APPENDIX A - Market Premia Questionnaire

### Housing Systems Officer – M034

Examples of similar roles and salary information:

#### Systems Support Officer HCC66356

 Hampshire County Council ★★★★★ 226 reviews · Winchester  
£26,544 - £29,583 a year · Full-time, Part-time, Permanent

[Apply On Company Site](#)



#### Job Details:

**Salary Range:** £26,544 - £29,583 per annum

**Work Location:** Trafalgar House, Winchester

**Hours per week:** 37 (part-time hours considered)

**Contract Type:** Permanent

**Closing Date:** 13 June 2021

**Interview Date:** During the week commencing 28 June 2021

This is an exciting opportunity to join the Hampshire Highway Service, working in the CONFIRM Support Team as part of the Highways Operation Centre.

You will support the Highway Management System (CONFIRM) which is critical to the delivery of the Highway service. Your primary focus will be in three key areas, user support (including mobile devices), system administration and system development.

As System Support Officer you will need to be enthusiastic and innovative with a natural technical ability and a passion for problem solving. The role can be highly dynamic, so you will need to have excellent organisation and prioritisation skills, balanced with a flexible and calm approach.

This opportunity is advertised as full-time; however we are also happy to consider applications from people wanting to work on a part-time basis and/or wanting to work flexibly.

#### What can we offer you?

In return, you will be working in a great team, have the chance to take on more responsibility, as well as improve your profile within the organisation. This is a fantastic opportunity to develop your technical systems skills and knowledge.

Hampshire County Council offers a competitive salary and benefits package, please see our website for details: [Our Benefits Package](#)

#### Additional Information:

[Systems Support Officer Job Summary and Person Specification](#)

#### Contact details for an informal discussion:

Dipam Thanki, Senior Service Improvement Officer on 03707 794066

## Systems Analyst

Maximus UK ★★☆☆☆ 4,270 reviews - Birmingham

£28,000 - £32,000 a year - Full-time, Temporary

Apply with Indeed



We are expanding our services and will have possible opportunities in multiple locations. If you are interested in this role, please email your CV as an Expression of Interest.

### Who we are

Maximus UK, a wholly-owned subsidiary of Maximus, Inc., operates several business lines in the UK, including the Centre for Health and Disability Assessments, Remploy, Health Management and Revitalised. Maximus UK employs 3,800 local staff, including over 1,400 doctors, nurses, occupational therapists and other Healthcare Professionals. Operating from more than 270 locations across England, Scotland and Wales, Maximus UK is one of the largest providers of employment, health and disability support programmes in the country. Learn more at [maximusuk.co.uk](http://maximusuk.co.uk).

### Job Summary

Your role as an IT Systems Analyst, is to provide business applications support to Maximus UK users.

You will work closely with the business managers and key users to ensure that applications are configured in line with business requirements, and to solve incidents and outages as they arise.

The role will be based in main Maximus UK locations with possible periodic travel to other Maximus UK sites.

### Key Duties

- Prepare change requests and obtain authorisation for operational system changes /upgrades and complete impact analysis reports to assist in reaching informed decisions in a timely manner
- Complete process mapping exercises for any changes to procedures prior to implementing operational systems upgrades/project milestones, ensuring that they are in line with current and future business requirements
- Promote effective and efficient use of applications by working with users on one-to-one, group training or



## Applications Analyst

Optima Health ★★★★★ 31 reviews - Birmingham  
£40,000 a year



[Apply On Company Site](#)



**Job Title:** Applications Analyst

**Location:** Sheffield or Birmingham

**Salary:** Up to £40,000 per annum, dependant on skills and experience

**Contract Type:** Permanent

**Hours:** Full Time

**Closing date for applications will be Thursday 03/06/2021**

### About Us

Optima Health are a UK market leader in the provision of Occupational Healthcare and wellbeing services. Our aim is to improve the health and wellbeing of the UK workforce by supporting healthy high performance in our client organisations, helping them to achieve their full potential through their people.

We deliver comprehensive services, including absence management, fitness for task assessments, health surveillance, vocational rehabilitation, and wellness programmes, as well as a full range of diagnostics and treatments

We are a forward-thinking, rapidly growing organisation who are keen to invest in people and support them to ensure their long-term career progression. We are a company who are going places and we want you to come with us!

### Role Summary

The role of the Applications Analyst will form an important part of the Optima Health IT Team, helping to support the market leading Occupational Health company in the UK.

### Main Duties and Responsibilities

- Performing analysis of change requests
- Analysing and documenting requirements
- Performing configuration changes on in scope applications
- Demonstrating deep understanding of business requirements and process to enable effective communications with technical partners as required
- Investigating issues and raising tickets to service providers as required
- Contributing knowledge to IT development projects
- Suggesting improvement opportunities to processes or system functions
- Liaising with key stakeholders.
- Liaising with and attending meetings and conference calls with suppliers, internal IT teams and stakeholders.
- Participate in and assist with planning and execution of software and application testing.



# Application Support Officer

Posted 4 days ago by ARM Engineering [✈ Easy Apply](#)

£ £28,000 - £30,000 per annum

🕒 Permanent, full-time

📍 Yatton, Avon

👤 Be one of the first ten applicants

[Apply now](#)

Register and upload your CV to apply with just one click

[Shortlist](#)

[Share job](#)

Our client is looking for an IT Applications Support Officer to work for them on a permanent basis at their offices in the Yatton area. The role specifically requires someone who has experience of supporting ERP packages and VB Programming. You will work with developers to support existing applications, de-bugging codes and advising of the faults as required.

The ideal person will have:

- Experience of working within the manufacturing / logistics sector
- Experience of ERP software including sales cycle, purchasing cycle, inventory management and management cycle
- VB, Net programming experience
- A strong methodical approach to problem solving

This is an excellent opportunity to work for an established business who has a strong reputation within the sector they work in. You will work in an IT department with solid support from line management as required.



[About this company >](#)

## Required skills

SQL   Technical Support   VB.NET   ERP Software   IT

[Apply now](#)

**Reference: 42774022**

Bank or payment details should never be provided when applying for a job. For information on how to stay safe in your job search, visit [SAFERjobs](#).

