



OFFICIAL - SENSITIVE

Miss J R Glavinics
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Medical Research Council
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2 June 2017

Dear Miss Glavinics

JOB OFFER & CONTRACT OF EMPLOYMENT

On behalf of the Medical Research Council (MRC) I am delighted to confirm your offer of employment and enclose your Statement of Main Terms of Employment, which should be read in conjunction with this letter.

Contract Type

You will be employed on a fixed term basis.

Effective Date of Appointment

The effective date of your appointment will be 3 July 2017.

Please report to Fiona Birnie at 09:30 on your first day.

Continuous Service Date

Your employment with your previous employer does not count as a period of continuous employment with the MRC for the purposes of the Employment Rights Act 1996. For the purposes of clause 24 of the enclosed Statement of Main Terms and Conditions of Employment, your employment is in England.

Appointment End Date

Your employment will end on 15 September 2017. Fixed term appointments are specific to a named MRC Unit and this appointment carries no commitment on the MRC's part to any further employment beyond the end date.

Job Title/Band

Your job title will be Research Support Assistant. This is a band 7a position.

Line Manager

Your line manager will be Dr Ingo Greger.

Place of Employment

You will be based at MRC Laboratory of Molecular Biology (LMB), Francis Crick Avenue, Cambridge Biomedical Campus, Cambridge, CB2 0QH.

Pay

Your salary will be £10,458 per annum, full-time equivalent is £16,369 per annum. You will be paid on the penultimate working day of the month by BACS payment to your bank account.

The MRC annual pay review date is 1 April.

Hours of Work

Your normal hours of work will be 23 per week, excluding meal breaks.

Annual Leave

Your holiday entitlement for the current leave year is 6.5 days excluding public holidays and privilege days.

Probationary Period

You will be on probation for the duration of your contract.

Contractual Clauses

This appointment is for the purpose of providing "work experience" complementary to your University/ College studies and/ or training. It carries no entitlement to MRC redundancy scheme payments on completion of your appointment.

Pension

If you are eligible to participate in the MRC Pension Scheme you will be auto enrolled from your start date. Full details of the Scheme are available from JLT Employee Benefits. You shall pay such contributions to the Scheme as may be required by the rules of the Scheme, as amended from time to time. The contributions shall be made by way of deductions from your salary. Some of your personal details will be provided to the Scheme administrator, in line with the requirements of the Data Protection Act 1998, to enable you to be enrolled and contacted with pension information. There is a contracting-out certificate in force under the Pension Schemes Act 1993 (as amended).

This offer and any subsequent employment is conditional upon the following:

1. Satisfactory health clearance, pre-employment screening and receipt of suitable references. If any of the checks are considered unsatisfactory the terms of your employment may be varied or the offer of employment withdrawn. If you have already started work, your appointment may be terminated.
2. You providing acceptable proof of your legal right to work in the UK in the job for which you are to be employed. This appointment is subject to there being no restriction by the Home Office to your entry and/ or continued stay in the UK for the duration of your appointment with the MRC.
3. The MRC approving any declarations made by you in the Declaration of Commitment form.

This offer letter and the enclosed Statement of Main Terms of Employment form the basis of your Contract of Employment with the Medical Research Council. Please confirm your

acceptance by signing and returning one copy of this letter to me, along with the completed enclosed documents. **Please note that any delay in returning these forms may result in your start date also being delayed or this offer of employment being withdrawn.**

Before signing, please read through the contents of this offer letter, statement of employment particulars and additional enclosures carefully and if you have any questions about the contents, please do not hesitate to contact me.

Welcome to the MRC

You are now part of the organisation which provided the scientific expertise behind major medical breakthroughs such as discovery of the structure of DNA and the lethal link between smoking and cancer.

To find out more about MRC please view the induction presentation on the following link:
<https://www.mrc.ac.uk/about/working-for-mrc/>.

(This presentation should be viewed using either of the following browsers: Chrome, Firefox and Safari, we are afraid Internet Explorer is not compatible with this presentation).

Yours sincerely



Elizabeth Fentiman
HR Advisor

Enc
Statement of Main Terms of Employment
Job Description
MRC Declaration Form
Consultation and Negotiation Leaflet
Benenden Health Care Leaflet
MRC Network Magazine

Acceptance of offer

I have read, understood and accept the terms of employment proposed.

.....
Judith Erica Jones
Signed

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06/06/17
Dated