

## Job Vacancies List No 07

**Apply on-line at** [**www.myjobscotland.gov.uk**](http://www.myjobscotland.gov.uk)

Alternatively phone our ACCESSLine on **03452 777 778**

or e-mail **accessline@angus.gov.uk** quoting the job reference number, your name, address, postcode and where you saw the job advertised.

![MC900239185[1]]()*You can also register for Job Alert e-mails to be sent to you when jobs matching your search criteria are added to the website – visit* [***www.myjobscotland.gov.uk***](http://www.myjobscotland.gov.uk) *for more information.*

Jobs marked **\*** are open to applications from employees of Angus Council

only, ie permanent, temporary or supply staff.

To access these jobs on our recruitment website either go to the Job Vacancies section on the Corporate Intranet or use the address shown below the job.

**PEOPLE**

**Depute Head Teacher**

**£49,683 ANG02241**

Based at Brechin High School.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 8 March 2019**

**Principal Teacher (Pupil, Care & Support)**

**£44,727 ANG02246**

Based at Forfar Academy.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 8 March 2019**

**Principal Teacher (Social Subjects & RME)**

**£51,330 ANG02244**

Based at Forfar Academy.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 8 March 2019**

**Clerical Officer**

**£4,174 - £4,419 ANG02250**

Based at Isla Primary School, Lintrathen.

You will work 11 hours per week on a job share basis, Monday to Friday, exact working hours by arrangement with the head teacher. Your working year will be based on 195 days per annum, working school term time and in service days.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for these jobs.

**Closing Date: Friday 8 March 2019**

**Modern Apprentice (Clerical/Administration)**

**£8,051 ANG02242**

Based at Ravenswood, New Road, Forfar.

This job is temporary for up to 12 months from date of appointment.

Due to funding restrictions for this qualification, you must be between the ages of
16-24 years old.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 8 March 2019**

**PLACE**

**Senior Community Safety Officer (Enforcement)**

**£31,110 - £35,476 ANG02248\***

**This job is restricted to employees within the Community Enforcement team within Place Directorate.**

Based at County Buildings, Market Street, Forfar.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Apply online**: <https://www.myjobscotland.gov.uk/councils/angus-council/jobs/senior-community-safety-officer-enforcement-146030?id=PXOFK026203F3VBQB798M8MZY&LG=UK&mask=scotprt1>

**Closing Date: Friday 1 March 2019**

**Community Empowerment Support Officer**

**£28,029 - £30,562 ANG02251**

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary until no later than 31 December 2020.

Applications from Angus Council employees on a secondment basis will be considered. You must have the approval of your line manager.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 8 March 2019**

**Technical Assistant**

**£18,314 - £19,165 ANG02245**

Based at Dewar House, 12 Hill Terrace, Arbroath

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Closing Date: Friday 8 March 2019**

**STRATEGIC POLICY, TRANSORMATION & PUBLIC SECTOR REFORM**

**Sector Officer - Economic Development**

**£31,110 - £35,476 ANG02249\***

**This job is restricted to employees of Angus Council.**

Based at Angus House, Orchardbank Business Park, Forfar.

Please refer to job outline, person specification and information sheet for further details and requirements for this job.

**Apply online**: <https://www.myjobscotland.gov.uk/councils/angus-council/jobs/sector-officer-economic-development-146022?id=PXOFK026203F3VBQB798M8MZY&LG=UK&mask=scotprt1>

**Closing Date: Friday 8 March 2019**

**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**INTERNAL VACANCY - OPEN TO NHS TAYSIDE EMPLOYEES AND AH&SCP**



# Angus Health & Social Care Partnership Personal Assistant to the Chief Officer and Chief Finance Officer, Band 5

**Salary Scale : £23,113 - £29,905 per annum**

This is an excellent opportunity for a committed individual to provide a high level, confidential and comprehensive personal assistant and administrative support service to the Chief Officer and Chief Finance Officer of Angus Health & Social Care Partnership.

We are looking for a team player who can undertake a whole range of administrative functions. Excellent communication skills, effective keyboard skill, a competent knowledge of Microsoft applications/packages and experience of formal minute taking are essential. The ability to work in a busy, distracting, department while maintaining confidentiality and managing a diverse and complex workload is challenging and essential.

Informal enquiries to: Vicky Irons, Chief Officer, Angus HSCP, Angus House, Orchardbank Business Park, Forfar. DD8 1AN Tel: 01307 474870

Hours of work are: 37.5 Hours per week.

*NHS Tayside is committed to equality and diversity and welcomes applicants from all sections of the community.*

**Partnership applicants: please contact Sandra Christie, Corporate Services Assistant on (01307) 474891 for an application form, job description and person specification.**

Completed applications should be returned to recruitment.tayside@nhs.net (quoting the job reference number in the subject box) or to HR & OD Directorate, NHS Tayside, Level 9, Ninewells Hospital, Dundee DD1 9SY

**Short-listed applicants will be contacted by email. Please check your emails regularly, including your junk/spam folder.**

Please quote reference number – PS/284/18

**Closing date for receipt of completed application forms – 28 February 2019**

**INTERNAL VACANCY - OPEN TO NHS TAYSIDE EMPLOYEES AND AH&SCP**



# Angus Health & Social Care Partnership

**Clinical, Care & Professional Governance Administrator, Band 5 Salary Scale : £23,113 - £29,905 per annum**

An exciting opportunity has arisen within the Angus Health & Social care Partnership for an individual to work within the Angus HSCP Clinical, Care & Professional Governance Service.

This post will proactively support the Clinical, Care & Professional Governance agenda in ensuring that clinical, care and professional priorities are delivered within Angus HSCP.

Any applicant will be conversant with improvement methodology skills and possess the ability to utilise a range of data analysis and report/minute writing skills.

Applicants should have extensive working knowledge of Word, Excel, Powerpoint and database software. Numerical, statistical and analytical skills, along with good presentation skills, both written and oral are required. Effective interpersonal and communications skills and the ability to prioritise workload and work to tight deadlines are essential.

An understanding of Clinical Governance is crucial.

Informal enquiries to: Gail Smith, Head of Community Health & Care Services (North Angus), Angus HSCP, Angus House, Orchardbank Business Park, Forfar. DD8 1AN Tel: 01307 474842

Hours of work are: 37.5 Hours per week.

*NHS Tayside is committed to equality and diversity and welcomes applicants from all sections of the community.*

**Partnership applicants: please contact Sandra Christie, Corporate Services Assistant on (01307) 474891 for an application form, job description and person specification.**

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