

## Job Vacancies List No 33

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

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

only, ie permanent, temporary, agency 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.

**CHILDREN, FAMILIES & JUSTICE**

**Family Support Worker (Glen Clova)**

**£23,644 - £26,555 ANG03328**

Based at 6 West Grimsby, Arbroath, covering the Angus area.

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

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager / organisation.

This job is restricted to women applicants only. This is an occupational requirement as permitted in accordance with Schedule 9, part 1 of the Equality Act 2010.

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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**COMMUNITIES**

**Planning Officer (Development Standards)**

**£34,172 - £38,954 ANG03327**

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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**Planning Officer (Development Plans)**

**£23,644 - £38,954 (Career Grade Structure) ANG03329**

Based at Angus House, Orcharbank Business Park, Forfar.

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

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**Communities Officer**

**£15,385 - £16,783 ANG03336**

Based at the Community Wing, Arbroath Academy.

You will work 18.125 hours per week, Monday to Thursday.

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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**Communities Officer (2)**

**14.5 hours £12,308 - £13,427 ANG03331**

**36.25 hours £30,770 - £33,567**

Based at one of the following locations:

Carnoustie Hub, 26 High Street, Carnoustie, working 14.5 hours per week on a job share basis, Monday and Tuesday;

or

Community Campus, Duke Street, Brechin, working 36.25 hours per week.

You will be asked to indicate on your application form which position/s you are applying for.

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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**Senior Clerical Officer**

**£18,976 - £19,826 ANG03335**

Based at Angus House, Orchardbank Business Park, Forfar.

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

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager/organisation.

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

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**EDUCATION & LIFELONG LEARNING**

**Active Schools Coordinator**

**£30,770 - £33,567 ANG03334**

Based at Montrose Academy.

This job is temporary until no later than 31 March 2023.

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager / organisation.

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

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

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

**Locality Early Years Support Officer**

**£26,952 - £30,297 ANG03333**

Based at Angus House, Orcharbank Business Park, Forfar.

You will work 36.25 hours per week in various early learning and childcare settings across Angus.

Membership of the Scottish Social Services Council (SSSC) or commitment to gain registration with the SSSC in accordance with their requirements is essential.

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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday** **27 August 2021**

**Clerical Officer**

**£8,745 - £9,270 ANG03330\***

**This job is restricted to employees working within a school setting within the Education & Lifelong Learning service**.

Based at Edzell Primary School, Brechin.

You will work 21 hours per week, Monday to Friday mornings, term time only
(195 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 this job.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-231069**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-231069)

**Closing Date: Friday 3 September 2021**

**LEGAL & DEMOCRATIC**

**Receptionist (4)**

**20 hours £9,739 ANG03338**

**22.5 hours £10,957**

**25 hours £12,174**

As a receptionist you will be the first point of contact for our service users and staff. If you have a friendly attitude and you understand the importance of excellent customer service, this could be just the job for you.

We are looking for individuals who are customer focused and adaptable to deal with the many different aspects of our busy facilities service.

Based at one of the following locations:

Angus House, Orchardbank Business Park, Forfar, working 22.5 hours per week;

County Buildings, Market Street, Forfar, working either 20 or 25 hours per week;

or

Bruce House, Wellgate, Arbroath, working 20 hours per week.

These jobs are temporary for up to 12 months from date of appointment.

You will be asked to indicate on your application form which position/s you are applying for.

Internal and external applications on a secondment basis will be considered. You must have the approval of your line manager / organisation.

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

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 3 September 2021**

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

**Skills & Employability Adviser**

**£26,952 - £30,297 ANG03337\***

Based at Angus House, Orcahrdbank Business Park, Forfar.

This job is temporary until no later than 30 April 2023.

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

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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/skills-employability-adviser-231065**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/skills-employability-adviser-231065)

**Closing Date: Friday 3 September 2021**

**Learning & Development Advisor**

**£23,644 - £26,555 ANG03339\***

**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.

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/learning-development-advisor-231066**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/learning-development-advisor-231066)

**Closing Date: Friday 27 August 2021**

**Graduate Apprentice Data Science**

**£18,976 - £21,017 ANG03340**

Based at Angus House, Orcahrdbank Business Park, Forfar.

This job is temporary for up to 4 years from date of appointment.

As this apprenticeship is funded through Young Person's Guarantee scheme it is restricted to those aged 16 - 24 years.

Please note interviews will be held 6 September 2021.

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

We offer a guaranteed job interview to the following people who meet the essential criteria on application for a job:

Those with disabilities, recognised caring responsibilities and care experienced young people. This also applies to our own employees with caring responsibilities, young people on apprenticeships and placements who meet the essential criteria for the job.

**Closing Date: Friday 27 August 2021**