

## Job Vacancies List No 5A

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

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**HR, DIGITAL ENABLEMENT, IT & BUSINESS SUPPORT**

**Senior Payroll Assistant (2)**

**£19,807 - £20,658 ANG03622**

Based at Angus House, Orchardbank Business Park, Forfar.

These roles are currently home based until there is no longer a requirement to physically distance. Our agile working policies promote flexible working arrangements and we are happy to discuss individual arrangements and consider agile working as an option depending on eligibility criteria and job requirements (such as attendance at the office for training events and meetings etc.).

One position is permanent and one position is temporary for up to 23 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 (for the temporary position) on a secondment basis will be considered. You must have the approval of your line manager / organisation.

Please refer to job description, 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 18 February 2022**

**Recruitment Assistant**

**£18,484 - £19,543 ANG03620**

Based at Angus House, Orchardbank Business Park, Forfar.

This role is currently home based until there is no longer a requirement to physically distance. Our agile working policies promote flexible working arrangements and we are happy to discuss individual arrangements and consider agile working as an option depending on eligibility criteria and job requirements (such as attendance at the office for training events and meetings etc.).

Please refer to job description, 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 11 February 2022**