

## Job Vacancies List No 6

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

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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.

**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**Service Leader - AHSCP Older People Care Services**

**£67,305 - £72,446 ANG03628**

Based at Ravenswood, New Road, Forfar, covering the Angus area.

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 25 February 2022**

**Mental Health Officer**

**£34,852 - £40,561 ANG03626**

Based at Whitehills Health & Community Care Centre, Station Road, Forfar, covering the Angus area.

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.

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**Closing Date: Friday 25 February 2022**

**EDUCATION & LIFELONG LEARNING**

**Early Years Practitioner (2)**

**£20,868 - £23,609 ANG03627**

Angus Council currently operates the following models in their early learning and childcare settings:

ELC Model 1 – children’s funded entitlement is 190 set days at 6 hours per day.

ELC Model 2 – children’s funded entitlement is 152 set days at 7½ hours per day.

ELC Model 3 – children’s funded entitlement is 228 set days at 5 hours per day.

You will also have weekly planning and preparation time, and agreed collegiate time, in addition to the “child contact” hours outlined above.

ELC settings in models 1 and 2 will open over term-time.

ELC Model 3 is different as these settings are open for more hours every day and are only closed to children for two weeks over the Christmas/New Year period, three weeks in July/August and a further three public holidays and five in-service days. Therefore, they are offering ELC over 46.6 weeks of the year. This also means staff can use their annual leave and non-working time in a different way to staff working term time. Whilst some of the leave will be decided in advance (i.e. when the setting is closed), staff working in these settings will also be able to apply for additional time off while the setting is open.

Based in ELCC Forfar (ELC Model 1 or 3), you will work 36.25 hours per week, days of work to be confirmed.

You will work up to 195 days per year on various working patterns (Monday to Friday), term-time working or equivalent.

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 these jobs.

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

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**Closing Date: Friday 25 February 2022**

**Early Years Practitioner (Supply)**

**£12.95 per hour (plus 13.99%) ANG03624**

As a supply member of staff, you will work in various local authority early learning and childcare settings throughout Angus on an as and when basis.

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 these jobs.

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**Closing Date: Friday 25 February 2022**

**Early Years Assistant (Supply)**

**£10.48 per hour (plus 13.99%) ANG03623**

As a supply member of staff, you will work in various local authority early learning and childcare settings throughout Angus on an as and when basis.

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 these jobs.

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**Closing Date: Friday 25 February 2022**

**School & Pupil Support Assistant**

**£10.48 - £10.93 per hour ANG03625**

Based at various locations throughout the Angus area, working various hours, term time and in service days only (195 days).

Positions are available on both a temporary and supply basis.

Various part time hours of work are available. Temporary contracts will be a minimum of 11 hours up to a maximum of 27.5 hours per week.

Details will be negotiated with the successful candidate.

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.

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**Closing Date: Friday 25 February 2022**

**FINANCE**

**Council Tax & Benefits Assistant**

**£22,170 - £24,136 ANG03610\***

**This job is restricted to Angus Council employees working within the Revenues & Benefits service.**

Based at Bruce House, Wellgate, Arbroath.

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

Applications 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.

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**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/council-tax-benefits-assistant-259294**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/council-tax-benefits-assistant-259294)

**Closing Date: Friday 18 February 2022**

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

**Senior IT Project Manager - Eclipse Finance**

**£43,074 - £46,382 ANG03611**

An exciting, challenging and important opportunity exists for an experienced senior project manager. Angus Council is an early adopter of the innovative Eclipse system and we seek someone to manage the migration to our new Eclipse financial module. In addition, there will be related projects focused on system integration, automation and business process improvements of financial systems. This post will be responsible for all project management duties and will work closely with existing Project Board and Working Group members in the delivery of these priority projects.

The role requires project management experience with large-scale application systems with expert knowledge of social work financial systems and/or financial system integrations. A demonstrable record of leading successful organisational and cultural change is also needed.

The majority of work will be home-based and conducted remotely. As such, proximity to Forfar, Angus is not a prerequisite. You must however be available to attend the office, and other locations as required, to meet operational need.

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary for up to 23 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.

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**Closing Date: Friday 25 February 2022**

**IT Project/Business Relations Manager (2)**

**£34,852 - £39,729 ANG03612**

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.

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**Closing Date: Friday 25 February 2022**

**Project Manager - Trainee/Junior**

**£27,500 - £39,729 ANG03613**

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary for up to 23 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.

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**Closing Date: Friday 25 February 2022**

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

**Strategic Commissioning Assistant**

**£27,500 - £30,902 ANG03617**

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary for up to 23 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 the job outline, person specification and information sheet for further details and requirements for this job.

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**Closing Date: Friday 25 February 2022**

**Learning & Development Advisor (First Aid)**

**£24,476 - £27,084 ANG03616**

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.

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**Closing Date: Friday 25 February 2022**