

## Job Vacancies List No 7

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

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

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

*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.*

**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**Team Manager (2)**

**£47,100 - £50,729 ANG03634**

Based at either:

Bruce House, Wellgate, Arbroath, covering the South East area of Angus;

or

Kinloch Care Centre, Kinloch Street, Carnoustie, covering the South West area of Angus.

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 4 March 2022**

**Occupational Therapist**

**£34,852 - £39,729 ANG03638**

Based at Kinloch Care Centre, Kinloch Street, Carnoustie, covering the South West area of Angus.

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 4 March 2022**

**Social Care Officer**

**£13,302 - £16,250 (Bar at £14,481) ANG03639**

Based at Lilybank Resource Centre, Arbroath Road, Forfar.

You will work 21.75 hours per week.

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 4 March 2022**

**Social Care Worker**

**£19,807 - £20,658 ANG03641**

Based at Lilybank Resource Centre, Arbroath Road, Forfar.

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 4 March 2022**

**CHILDREN, FAMILIES & JUSTICE**

**Team Leader - Protecting People Partnership**

**£43,074 - £46,382 ANG03633**

Based at Angus House, Orchardbank Business Park, 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 4 March 2022**

**EDUCATION & LIFELONG LEARNING**

**Principal Teacher (Social Subjects)**

**£52,653 ANG03648**

Based at Brechin High School.

Are you an enthusiastic and inspiring educator with the skills, confidence and energy to make a positive impact on the lives of our children and young people?

Angus is a great place to live, work and visit.

You may be eligible for removal/relocation expenses.

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 4 March 2022**

**Senior Early Years Practitioner (3)**

**£23,447 - £26,347 ANG03647**

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 7 ½ 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 the ELC setting at either:

ELCC Carnoustie (ELC Model 3) (36.25 hours working afternoons),

or

Inverbrothock Primary School, Arbroath (ELC Model 3) (36.25 hours, days of work to be confirmed),

or

Warddykes Primary School, Arbroath (ELC Model 3) (36.25 hours, days of work to be confirmed)

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

Working 36.25 hours per week, 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 and person specification 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 4 March 2022**

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

**IT Service Officer (2)**

**£24,476 - £27,084 ANG03636**

Angus Council are looking for enthusiastic and customer focused individuals to join the Customer Support Team.

You will have experience of configuring and supporting devices and peripherals in a networked Windows® environment, ICT hardware support, demonstrating and providing advice to users about the operation of ICT systems and have excellent customer care and good oral communication skills including first call resolution skills.

You will also have an HNC, or equivalent, in an IT-related field and relevant post-qualification experience or considerable IT support experience.

Experience in configuring and / or supporting the following would be an advantage:

• Windows® OS

• Microsoft Office Suites • Mobile device technologies

• Remote access technologies

• Networking – data communications equipment

• Voice over IP devices

• Thin client devices

• Systems management and performance monitoring tools in a Windows® environment

A full, current driving licence and access to a vehicle is also essential.

Based at Angus House, Orchardbank Business Park, Forfar.

One position is permanent and one position is 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 (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 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 4 March 2022**

**ACCESSLine Operator (5)**

**20 hours £10,928 - £11,397 ANG03630**

**36.25 hours £19,807 - £20,658**

Based at Angus House, Orchardbank Business Park, Forfar.

You will work either:

20 hours per week

One position is temporary until no later than 30 September 2022;

One position is temporary until no later than 31 March 2023;

or

36.25 hours per week

Two positions are temporary until no later than 30 September 2022;

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

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** **4 March 2022**

**Modern Apprentice - IT Support**

**£9,242 ANG03637**

Working within the IT service you will work towards achieving an SVQ Level 3 Diploma for Information Technology & Telecommunications Professionals.

Your duties will include manning the service desk, telephone duties, request/incident handling and general administrative duties using a range of software packages.

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary for up to 18 months from date of appointment.

Places on the Modern Apprenticeship programme are conditional upon securing apprenticeship funding. For these positions, funding is available for applicants aged 16-19 and for disabled and care-experienced applicants between the
ages of 20-26.

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** **4 March 2022**

**LEGAL & DEMOCRATIC**

**Team Leader - Legal**

**£43,074 - £46,382 ANG03632**

Following a service review, Angus Council have a number of vacancies within the Legal and Democratic team.

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council is inviting applications from talented, adaptable and enthusiastic legal professionals to complement our growing legal services team.

An exciting opportunity has arisen to recruit a Team Leader within our Contract and Governance Team, which is a key role within Legal and Democratic Services. The position is offered on a full-time permanent basis.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the position also offers a competitive salary and all the benefits of working for a public sector organisation, including flexitime and entry to the Local Government Pension Scheme.

Angus Council Legal and Democratic Services is committed to working flexibly and equipment will be provided to support working from home.

We are looking for applicants with a willingness to learn and the desire to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported in a collegiate environment and encouraged to develop a full range of legal and other skills to advance your career with us.

You will provide direction for the team and give a sense of purpose, whilst creating an environment in which people can do their best work.

In addition, you will establish systems to gather and analyse information to ensure the work of the team remains focused and customer orientated. All the while supporting the development of efficient work practices and the implementation of digital service delivery wherever possible, ensuring the cost-effective use of resources.

Ideally, you will have post-qualified and recent experience of commercial law and contract work and be able to demonstrate a sound understanding of a wide range of complex commercial law matters. You will undertake and oversea the provision of complex advisory work to senior management, ideally with a wide range of experience of major projects, complex commercial contracts (e.g. development agreements), procurement, state aid/state subsidy, public law, corporate law, construction law and housing law. Applicants will be expected to draw upon professional and commercial acumen to provide tailored legal and business solutions.

In addition, you will be able to demonstrate a good working knowledge of Data Protection legislation, as you will work closely with the Information Governance Team Leader, as both you and your team provide legal advice in relation to Information Governance matters.

You will be able to demonstrate how you will discharge your responsibility for the provision of legal advice pertaining to the corporate governance structure of the council and its committees. You will be tasked with actively promoting good governance and compliance within legal services and across all council services, with reference to external Codes of Practice and to the council’s governance framework, policies and guidance.

With the ability to adapt to change, work to deadlines and manage a large, diverse caseload, you will have good oral and written communication skills, and be able to work with minimum supervision together with an ability to work as part of a team.

Although experience is desirable we would welcome applications from those with the enthusiasm, flexibility and desire to work in local government.

You must have the ability to obtain a Basic Disclosure Certificate.

Please refer to job outline, person specification and information sheet for further details and requirements for this job. Please use the additional information section on the application form to tell us why you are the ideal candidate 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** **4 March 2022**

**Team Leader - Legal**

**£43,074 - £46,382 ANG03640**

Following a service review, Angus Council have a number of vacancies within the Legal and Democratic team.

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council is inviting applications from talented, adaptable and enthusiastic legal professionals to complement our growing legal services team.

An exciting opportunity has arisen to recruit a Team Leader within our Property team, which is a key role within Legal and Democratic Services. The position is offered on a full-time permanent basis.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the position also offers a competitive salary and all the benefits of working for a public sector organisation, including flexitime and entry to the Local Government Pension Scheme.

Angus Council Legal and Democratic Services is committed to working flexibly and equipment will be provided to support working from home.

We are looking for applicants with a willingness to learn and the desire to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported in a collegiate environment and encouraged to develop a full range of legal and other skills to advance your career with us.

You will provide direction for the team and give a sense of purpose, whilst creating an environment in which people can do their best work.

In addition, you will establish systems to gather and analyse information to ensure the work of the team remains focused and customer orientated. All the while supporting the development of efficient work practices and the implementation of digital service delivery wherever possible, ensuring the cost-effective use of resources.

Ideally, you will have post-qualified and recent experience of heritable property advisory and transactional work. You will be able to manage a large and diverse caseload which will include heritable property work and project work. As well as managing your own workload you will supervise all work related to conveyancing, compulsory acquisitions, orders or Byelaws and other statutory procedures relating to council business.

With the ability to adapt to change, work to deadlines and manage a large, diverse caseload, you will have good oral and written communication skills, and be able to work with minimum supervision together with an ability to work as part of a team.

Although experience is desirable we would welcome applications from those with the enthusiasm, flexibility and desire to work in local government.

You must have the ability to obtain a Basic Disclosure Certificate.

Please refer to job outline, person specification and information sheet for further details and requirements for this job. Please use the additional information section on the application form to tell us why you are the ideal candidate 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** **4 March 2022**

**Solicitor**

**£34,852 - £39,729 ANG03602**

Following a service review, Angus Council have a number of vacancies within the Legal and Democratic team.

An exciting opportunity has arisen to undertake a key role working with our Tay Cities Deal Project Team. For further information on the Tay Cities Deal project, please visit https://youtu.be/\_RmIuaVoJWw

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary for up to 23 months from date of appointment in the first instance.

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

Angus Council is inviting applications from talented, adaptable and enthusiastic legal professionals to complement our growing legal services team.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the job also offers a competitive salary and all the benefits of working for a public sector organisation, including flexitime and entry to the Local Government Pension Scheme.

Angus Council Legal and Democratic Services is committed to working flexibly and equipment will be provided to support working from home.

We are looking for applicants with a positive attitude, a willingness to learn, the desire and ability to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported in a collegiate environment and encouraged to develop a full range of legal and other skills to advance your career with us.

You will ideally have post-qualified experience in commercial law and be able to demonstrate a sound understanding of a wide range of complex commercial law matters.

This will include the provision of complex advisory work to senior management, ideally with a wide range of experience of major projects, complex commercial contracts (e.g. development agreements), procurement, state aid/state subsidy, public law, corporate law, construction law and housing law. Applicants will be expected to draw upon professional and commercial acumen to provide tailored legal and business solutions.

Although experience is desirable, enthusiasm, flexibility and a desire to work in local government is essential.

You must have the ability to obtain a Basic Disclosure certificate.

Please refer to job outline, person specification and information sheet for further details and requirements for this job. Please use the additional information section on the application form to tell us why you are the ideal candidate 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** **4 March 2022**

**Solicitor**

**£34,852 - £39,729 ANG03646**

Following a service review, Angus Council have a number of vacancies within the Legal and Democratic team.

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council is inviting applications from talented, adaptable and enthusiastic legal professionals to complement our growing legal services team.

An exciting opportunity has arisen which is a key role working with our Legal Services – Team 2, which is offered on a full-time permanent basis.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the position also offers a competitive salary and all the benefits of working for a public sector organisation, including flexitime and entry to the Local Government Pension Scheme.

Angus Council Legal and Democratic Services is committed to working flexibly and equipment will be provided to support working from home.

We are looking for applicants with a willingness to learn and the desire to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported in a collegiate environment and encouraged to develop a full range of legal and other skills to advance your career with us.

Ideally, you will have post-qualified experience in providing legal advice on an array of matters. You will be part of the Contracts and Governance Team working within Legal Team 2. You will provide advice to senior management within Legal and Democratic Services, and all directorates of the council, in relation to the corporate governance structure of the council and its committees and ensure that the council operates within it’s legislative competence at all times. This will involve reviewing and scrutinising committee reports from council services to ensure their legal compliance.

Further duties include acting as the Complaints Officer which will involve liaising with complainants and stakeholders to facilitate the handling of complaints to ensure questions and concerns are adequately addressed. You will be tasked with the investigation of complaints and you will recommend action where appropriate.

You will also develop the current complaint handling system in order to maximise efficiencies and deliver an effective and robust process.

You may be asked from time to time to assist colleges with the team in relation to property transactions, contract work and also provide advice in relation to Data Protection matters.

Although experience is desirable we would welcome applications from those with the enthusiasm, flexibility and desire to work in local government.

You must have the ability to obtain a Standard Disclosure Certificate.

Please refer to job outline, person specification and information sheet for further details and requirements for this job. Please use the additional information section on the application form to tell us why you are the ideal candidate 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** **4 March 2022**

**Solicitor**

**£34,852 - £39,729 ANG03645**

Following a service review, Angus Council have a number of vacancies within the Legal and Democratic team.

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council is inviting applications from talented, adaptable and enthusiastic legal professionals to complement our growing legal services team.

An exciting opportunity has arisen which is a key role working with our Contracts and Governance Team, offered on a permanent full-time permanent basis.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the position also offers a competitive salary and all the benefits of working for a public sector organisation, including flexitime and entry to the Local Government Pension Scheme.

Angus Council Legal and Democratic Services is committed to working flexibly and equipment will be provided to support working from home.

We are looking for applicants with a willingness to learn and the desire to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported in a collegiate environment and encouraged to develop a full range of legal and other skills to advance your career with us.

Ideally, you will have post-qualified experience in commercial law and be able to demonstrate a sound understanding of a wide range of complex commercial law matters.

This will include the provision of complex advisory work to senior management, ideally with a wide range of experience of major projects, complex commercial contracts (e.g. development agreements), procurement, state aid/state subsidy, public law, corporate law, construction law and housing law. Applicants will be expected to draw upon professional and commercial acumen to provide tailored legal and business solutions.

In addition, you will work closely with our Information Governance Team and provide legal advice in connection with Data Protection legislation.

Although experience is desirable we would welcome applications from those with the enthusiasm, flexibility and desire to work in local government.

You must have the ability to obtain a Standard Disclosure Certificate.

Please refer to job outline, person specification and information sheet for further details and requirements for this job. Please use the additional information section on the application form to tell us why you are the ideal candidate 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** **4 March 2022**

**Paralegal (FOI)**

**£27,500 - £30,902 ANG03642**

Following a service review, Angus Council have a number of vacancies within the Legal and Democratic team.

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council is inviting applications from talented, adaptable and enthusiastic professionals to complement our growing legal services team.

An exciting opportunity has arisen which is a key role working with our Information Governance team within Legal Services – Team 2, which is offered on a full-time permanent basis.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the position also offers a competitive salary and all the benefits of working for a public sector organisation, including flexitime and entry to the Local Government Pension Scheme.

Angus Council Legal and Democratic Services is committed to working flexibly and equipment will be provided to support working from home.

We are looking for applicants with a willingness to learn and the desire to work collectively and become a key team member. The workload will be varied, challenging and interesting. You will be supported in a collegiate environment and encouraged to develop a full range of legal and other skills to advance your career with us.

You work as part of a busy legal team advising the council on Data Protection matters. You will be part of the Information Governance Team working within Legal Team 2. You will take on a portfolio of work and carry it out to the standards expected of a Paralegal FOI employed by the council.

You will be a source of expertise and guidance to Council services on exemptions and restrictions to ensure that work is carried out in compliance with the council’s freedom of information and data protection obligations.

You will liaise with members of the public and provide advice and assistance on the Scottish FOI regime, subject access requests and data protection matters. In addition, you will manage and respond to requests for information under the Scottish FOI regime and to subject access requests under data protection legislation as set out in the council’s policies.

The postholder will work closely with Council Officers to provide advice on responses to FOI/EIR reviews, where requested by members of the public, and prepare decisions by the council’s Review Panel. The postholder will also liaise with the Scottish Information Commissioner (SIC) and other external parties as required.

Duties also include writing and updating practical guidance and policy documentation on FOI and DP for use by services and to support the introduction of technology solutions in this area. You will keep appraised of developments and highlight changes in law and practice of Information Commissioner Office (ICO) and SIC and issue recommendations to Information Officers or other council staff, as required, to ensure compliance. Where new guidance is issued you will carry out training through guidance notes, electronic delivery and awareness sessions.

The postholder will monitor the responses to applicants and requesters to ensure these are issued in a timely manner. To assist council officers, you will prepare response templates and monitor their use by services.

Although experience is desirable we would welcome applications from those with the enthusiasm, flexibility and desire to work in local government.

You must have the ability to obtain a Basic Disclosure Certificate.

Please refer to job outline, person specification and information sheet for further details and requirements for this job. Please use the additional information section on the application form to tell us why you are the ideal candidate 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** **4 March 2022**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Project Officer - Shared Apprenticeship**

**£34,852 - £39,729 ANG03635**

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** **4 March 2022**

**Transport and Technical Assistant**

**£20,942 - £21,849 ANG03644**

Based at Dewar House, 12 Hill Terrace, Arbroath, covering the Angus area.

This job is temporary until no later than 3 November 2023.

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** **4 March 2022**

**Community Housing Assistant**

**£19,807 - £20,658 ANG03643**

Based at Dewar House, 12 Hill Terrace, Arbroath.

Please refer to the 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** **4 March 2022**