

## Job Vacancies List No 11

**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.*

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**

**Case Manager (5)**

**£34,852 - £39,729 ANG03688**

Based at either:

Kinloch Care Centre, Kinloch Street, Carnoustie, covering the South East area of Angus (1 position).

You may be required to work from Monifieth Medical Practice, Victoria Street, Monifieth;

or

Fairlie House, Kirkton Court, Kirriemuir, covering the North West area of Angus
(4 positions).

Please note this office is imminently scheduled to relocate to County Buildings, Market Street, Forfar (date to be confirmed).

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 1 April 2022**

**Social Work Assistant**

**£14,207 - £14,817 ANG03689**

Based at Fairlie House, Kirkton Court, Kirriemuir, covering the North West area of Angus.

Please note this office is imminently scheduled to relocate to County Buildings, Market Street, Forfar (date to be confirmed).

You will work 26 hours per week, by arrangement.

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 1 April 2022**

**CHILDREN, FAMILIES & JUSTICE**

**Social Worker**

**£34,852 - £39,729 ANG03690**

Based at Bellevue House, 5 Springfield Terrace, Arbroath, covering the Angus and surrounding area.

We are looking for enthusiastic practitioners who are passionate about supporting some of the most vulnerable families in our community and are committed to working towards maximising inclusion and reducing inequalities across Angus.

Angus Council is a forward-thinking council where we support employees to have an agile workstyle, working between home and your team’s office base. We are happy to discuss a flexible working plan to enable employees to have a working pattern that suits their lifestyle.

If you think you have the drive and commitment to work in this challenging and rewarding area, then contact Lisa McMahon on (01241) 467333 for more information.

Angus Council - a great place to live, work and visit.

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:

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**Closing Date: Friday 1 April 2022**

**EDUCATION & LIFELONG LEARNING**

**Early Years Practitioner (3)**

**£20,868 - £23,092 ANG03691**

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 the ELC setting at either:

Hayshead Primary School, Arbroath (ELC Model 1), Monday to Friday (2 positions);

or

Seaview Primary School, Monifieth (ELC Model 3), days of work to be confirmed (1 position).

This job is temporary until no later than 28 April 2023.

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

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 for the temporary position will be considered. You must have the approval of your line manager / organisation.

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.

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**Closing Date: Friday 1 April 2022**

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

**Service Leader - HR, Organisational Development & Business Support**

**£67,305 - £72,446 ANG03692**

We have an exciting opportunity to join our senior leadership team within the HR & OD, Digital Enablement, IT & Business Support Directorate, delivering a wide range of support services across the council and to the wider community.

You will have the talent and drive to lead a diverse service which includes Human Resources, Staffing, Payroll and Organisational Development, a corporate Business Support service providing clerical, administrative and financial processing support across the council, and the council’s Contact Centre.

You will be a Chartered Member of the CIPD or have a relevant professional qualification. You must also have considerable experience of leading Human Resource services in a large and complex organisation and be able to evidence effective and visible leadership and innovation in delivering services. A strong track record in transforming service delivery and a customer focused approach is also essential for this role.

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

Interviews will be held week commencing 18 April 2022.

For an informal discussion, please contact Sharon Faulkner, Director of HR, Digital Enablement, IT & Business Support at FaulknerS@angus.gov.uk.

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**Closing Date: Friday 1 April 2022**

**LEGAL & DEMOCRATIC**

**Assistant Registrar (2)**

**20 hours £10,198 - £11,397**

**27 hours £13,768 - £15,387 ANG03686**

Based at either:

Bruce House, Wellgate, Arbroath.

You will work 20 hours per week:

Monday to Friday, 1.00pm to 5.00pm.

On occasion, you may be required to provide cover in the Forfar or Montrose registration office);

or

Angus House, Orchardbank Business Park, Forfar.

You will work 27 hours per week:

Monday, 9.00am to 5.00pm

Tuesday, 9.00am to 1.00pm

Wednesday, 9.00am to 2.00pm

Thursday, 9.00am to 1.00pm

Friday, 9.00am to 5.00pm

On occasion, you may be required to provide cover in the Arbroath or Montrose registration office).

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:

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**Closing Date: Friday 1 April 2022**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Waste Disposal Supervisor**

**£22,629 - £24,635 ANG03685\***

**This job is restricted to employees working within the Waste Disposal teams of Angus Council's Environmental Services.**

Based at Restenneth Recycling & Nature Park, Forfar.

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/waste-disposal-supervisor-265306**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/waste-disposal-supervisor-265306)

**Closing Date: Friday 1 April 2022**



**Angus Health & Social Care Partnership**

**Personal Secretary – Band 4**

 **[Salary Scale: £23,709- £25,982 per annum]**

**THIS JOB IS RESTRICTED TO EMPLOYEES WITHIN THE
ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

An excellent opportunity has arisen for an individual to join Angus Health & Social Care Partnership Corporate Services Team. You will work as part of a flexible response team and undertake a range of general administrative tasks to support the department and Head of Service within the
Angus Health and Social Care Partnership.

Knowledge and experience of Health & Social Care Partnership working is essential as well as a good working knowledge of Angus Council/NHS Tayside packages/business systems. You will be highly organised with the ability to work to specified timescales and deadlines. Excellent communication and interpersonal skills are crucial as the postholder will liaise with a number of services within Angus Health and Social Care Partnership/Angus Council/NHS Tayside and Partner organisations. The ability to work in a busy department without direct supervision and determine own workload priorities is essential.

The scope and range of duties are detailed within the job description.

You will be required to comply with the Code of Conduct for Healthcare Support Workers in Scotland throughout your employment. Information on the Healthcare Support Worker Regulations can be found on NHS Tayside microsite on Staffnet>Our Websites>Healthcare Support Workers.

Hours of work are: 37.5 hours per week.

The post will be based at **Angus House, Orchardbank Business Park, Forfar.**

Informal enquiries to: Jennifer Birse, Personal Assistant. Telephone: 01307-492542. Email Jennifer.birse@nhs.scot

Internal NHS applicants should apply via Job Train on Staffnet, internal AHSCP applicants should apply via https://apply.jobs.scot.nhs.uk

<https://apply.jobs.scot.nhs.uk/internal/displayjob.aspx?jobid=93713>

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

**Closing date 22 March 2022**