

## Job Vacancies List No 18

**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**

**Unit Manager (2)**

**£43,966 - £47,342 ANG03762**

Based at either:

Kinloch Care Centre, Kinloch Street, Carnoustie;

or

Seaton Grove Care Centre, Seaton Road, Arbroath.

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

An exciting opportunity has arisen to work within Accommodation Services in Angus Health and Social Care Partnership.

Seaton Grove Care Centre is registered to provide person centred care with up to 48 residents. The centre provides permanent and respite care predominately for older people.

Kinloch Care Centre is a purpose-built care home. Care can be provided to a maximum of 16 residents. The centre provides permananet and respite care for older people.

We are looking for enthusiastic individuals who have excellent communication skills and experience of working at a senior level in either a care home or care at home service.

You will be expected to work autonomously and demonstrate leadership and management skills. The successful applicants will be offered the opportunity to develop their own, and their staff group, skills and knowledge and support the personal outcomes of the residents who live at Seaton Grove Care Centre and Kinloch Care Centre.

In return we offer you the opportunity to work in a dynamic Health and Social Care Partnership.

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 20 May 2022**

**Social Care Officer (4)**

**£14,678 - £17,931 (Bar at £15,979) ANG03787**

Based at Kinloch Care Centre, Kinloch Street, Carnoustie.

You will work 24 hours per week on a shift based system including night duty and weekend working.

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 20 May 2022**

**Social Care Worker (2)**

**£13,114 - £13,677 ANG03771**

Based at Kinloch Care Centre, Kinloch Street, Carnoustie.

You will work 24 hours per week on a shift based system including night duty and weekend working.

There are 2 positions available. 1 position is permanent and 1 position is temporary for up to 1 year 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.

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 requirement 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 20 May 2022**

**Cook 1**

**£10,198 ANG03774**

Based at Kinloch Care Centre, Kinloch Street, Carnoustie.

You will work 24 hours per week, including weekends.

You will, on occasion, be required to work at Seaton Grove Care Centre, Seaton Road, Arbroath.

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 20 May 2022**

**CHILDREN, FAMILIES & JUSTICE**

**Social Care Officer**

**£22,629 - £27,645 (Bar at £24,635) ANG03738**

There has been a considerable investment in residential childcare by Angus Council and we are looking for a social care officer to join our residential team.

Carseburn Road is a one-of-a-kind residential care provision. We provide care and support to two young people with complex disabilities on a full-time basis.

Our services are inclusive and accessible to all children and the team provide love, care and support to children and young people within Angus. Our staff team create a warm, homely, welcoming environment in which children can develop a sense of emotional safety and belonging.

We are looking for people with resilience who have the right personal skills and experience. You will be supported by managers and other professionals to help you work effectively with the children in our care.

For further information about our residential services, please watch our video https://youtu.be/8mbCVj30qRs

Based Carseburn Road, Forfar.

Hours are worked on a rota system covering 24 hours a day, 7 days a week. You may therefore be required to carry out sleep-in and occasional waking night duties for which an allowance is payable.

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 20 May 2022**

**EDUCATION & LIFELONG LEARNING**

**Depute Head Teacher**

**£61,185 ANG03778**

Based at Hayshead Primary School, Arbroath.

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 20 May 2022**

**Equity and Excellence Lead**

**£26,848 - £29,289 ANG03784**

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

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 Ladyloan Primary School, Arbroath (ELC Model 1) , you will work 36.25 hours per week.

You will work 195 days per year, Monday to Friday, term-time working.

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 20 May 2022**

**Senior Early Years Practitioner**

**£23,447 - £26,347 ANG03780**

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 Muirfield Primary School, Arbroath (ELC Model 1), you will work 36.25 hours per week.

This job is available from 15 August 2022.

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 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 20 May 2022**

**Senior Early Years Practitioner**

**£23,447 - £26,347 ANG03781**

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 Early Learning & Childcare Centre, Taylor Street, Forfar (ELC Model 3) you will work 36.25 hours per week every morning.

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 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 20 May 2022**

**Senior Early Years Practitioner**

**£23,447 - £26,347 ANG03768**

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 Airlie Primary School, Kirriemuir (ELC Model 1), you will work 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, 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 20 May 2022**

**Early Years Practitioner**

**£13,908 - £15,390 ANG03782**

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 Andover Primary School, Brechin (ELC Model 3), working 24.16 hours per week, days 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 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 20 May 2022**

**School Technician**

**£20,942 - £24,136 ANG03783**

Based at Arbroath High School.

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 20 May 2022**

**Clerical Officer**

**£16,619 - £17,571 ANG03772**

Based at Webster's High School.

You will work 36.25 hours per week, Monday to Friday.

Your working year will be based on 205 days per annum, working 190 pupil contact days, 5 in-service days and 10 days during the school holiday periods.

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 20 May 2022**

**Teacher of Mathematics**

**£28,113 - £42,336 ANG03770**

Based at Forfar Academy.

Are you an enthusiastic and inspiring secondary teacher 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.

Applications from trainee teachers completing their induction year will be considered for an August start date.

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 20 May 2022**

**Teacher of English**

**£28,113 - £42,336 ANG03779**

Based at Arbroath High School.

Are you an enthusiastic and inspiring secondary teacher 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 20 May 2022**

**Teacher of Modern Languages (Mandarin)**

**£28,113 - £42,336 ANG03785**

Are you an enthusiastic and inspiring secondary teacher 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.

Based at Carnoustie High School, Confucius Hub and working across Angus.

You may be eligible for removal/relocation expenses.

This job is temporary to cover maternity leave.

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 20 May 2022**

**FINANCE & LEGAL**

**Financial Wellbeing Practitioner**

**£31,394 - £34,248 ANG03773**

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

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.

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

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 20 May 2022**

**Council Tax & Benefits Assistant**

**£22,170 - £24,136 ANG03775\***

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.

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/council-tax-benefits-assistant-273673**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/council-tax-benefits-assistant-273673)

**Closing Date: Friday 13 May 2022**

**Income Maximisation Adviser (2)**

**£20,942 - £21,849 ANG03776**

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

These jobs are 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.

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

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 20 May 2022**

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

**Manager - Human Resources**

**£51,428 - £55,417 ANG03803**

We're looking for an out of this world transformational HR Manager ......

Is that you?

Can you...

* Create a vibrant system to help fuel sustainable organisational success for the benefit of all?

And can you...

* Demonstrate creative leadership to uncover and shift mindsets that block change and performance?

Can you also co-create an environment that can...

* Provide a completely compliant service that delivers legislative requirements and best practice?

If you can, then you're just who we're looking for at Angus Council.

Our values guide our priorities and actions.

At Angus Council we believe that putting people at the heart of everything we do creates a culture that inspires a healthy productive work climate.

What we offer...

* Continuous learning: You’ll develop the mindset and skills to navigate whatever comes next.
* Success as defined by you: We’ll provide the tools and flexibility, so you can make a meaningful impact, your way.
* Transformative leadership: We’ll give you the insights, coaching and confidence to be the leader our stakeholders need.
* Diverse and inclusive culture: You’ll be embraced for who you are and empowered to use your voice to help others find theirs.

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

Interviews will be held on 10 June 2022.

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

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: Wednesday, 18 May 2022**

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

**Sustainable Energy & Climate Action Plan Co-ordinator**

**£43,074 - £46,382 ANG03769**

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.

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 20 May 2022**