

## Job Vacancies List No 25

**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**

**Social Care Officer (8)**

**£14,678 - £17,931 (Bar at £15,979) ANG03888\***

**This job is restricted to employees of the Angus Health & Social Care Partnership.**

Based at Seaton Grove Care Centre, Seaton Road, Arbroath.

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

You must have the ability to be come 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.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/social-care-officer-8-282810**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/social-care-officer-8-282810)

**Closing Date: Friday 8 July 2022**

**CHILDREN, FAMILIES & JUSTICE**

**Social Care Officer**

**£22,629 - £27,645 (Bar at £24,635) ANG03892**

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 8 July 2022**

**EDUCATION & LIFELONG LEARNING**

**Principal Teacher (Raising Achievement)**

**£51,903 ANG03897**

Based at Arbroath Academy.

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 8 July 2022**

**Senior Clerical Officer**

**£3,457 - £3,606 ANG03893\***

**This job is restricted to employees working within Burnside Primary School, Carnoustie.**

Based at Burnside Primary School, Carnoustie.

You will work 7.25 hours per week, each Monday, term time only (199 days).

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.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/senior-clerical-officer-282805**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/senior-clerical-officer-282805)

**Closing Date: Friday 1 July 2022**

**Clerical Officer**

**£4,895 - £5,176 ANG03890**

Based at Isla Primary School, Lintrathen, Kirriemuir.

You will work 11 hours per week, by arrangement, term time only (199 days).

Your working year will be based on 199 days per annum, working school-term and in service days and an additional 4 days within school holiday periods. The timing of the additional days worked during school holidays will be agreed on an annual basis.

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 8 July 2022**

**Clerical Officer**

**£4,450 - £4,705 ANG03891\***

Based at Eassie Primary School, Forfar.

You will work 10 hours per week, by arrangement, term time only (199 days).

Your working year will be based on 199 days per annum, working school-term time and in-service days and an additional 4 days within school holiday periods. The timing of the additional days worked during school holidays will be agreed on an annual basis.

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.

**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-282828**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-282828)

**Closing Date: Friday 8 July 2022**

**FINANCE**

**Accountant**

**£20,942 - £39,729 (Career Grade Structure) ANG03899**

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.

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 8 July 2022**

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

**Senior Payroll Assistant**

**£19,807 - £20,658 ANG03903**

Following a service review, we have vacancies within our payroll team. This is an exciting time to be joining our supportive and welcoming team.

Based at Angus House, Orchardbank Business Park, Forfar.

These roles are currently home based until there is no longer a requirement to physically distance and equipment will be provided to support working from home.

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.).

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 and encouraged to develop within your role.

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

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 note interviews will be held week commencing 18 July 2022.

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 8 July 2022**

**INFRASTRUCTURE**

**Director of Infrastructure & Environment**

**£96,672 ANG03901**

Angus is a great place to live, work and visit. We are an ambitious county with huge aspiration for our communities. To take forward this exciting and challenging portfolio we are seeking an exceptional leader, with a strong commitment to sustainability and who is passionate about improving outcomes for all.

We are looking for a highly motivated individual with experience of leading in periods of change.

The successful candidate will be a member of the Corporate Leadership Team and in partnership with Councillors, communities and partners will build on the improvements of an already effective Council.

As Director, the successful candidate will be responsible for leading and directing their services. They would also be expected to contribute to community planning, corporate leadership and act as champion for sustainable infrastructure.

If you have the drive and talent to take on this demanding and extremely rewarding role please apply at www.myjobscotland.gov.uk by 5 August 2022.

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

Interviews will be held on Wednesday 24 August 2022 and Tuesday 6 September 2022.

For an informal discussion please contact Mark Armstrong, Depute Chief Executive on (01307) 491756 or at ArmstrongM@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: Friday 5 August 2022**

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

**Risk & Resilience Assistant**

**£22,170 - £24,136 ANG03898**

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary until no later than 30 April 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 8 July 2022**