

## 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**](mailto: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**

**£36,799 - £41,713 ANG04343**

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

You must have the ability to become a member of the PVG Scheme.

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

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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** **17 March 2023**

**Senior Clerical Officer (2)**

**£21,830 - £22,605 ANG04352**

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

Please note the base will relocate to County Buildings, Market Street, Forfar in the near future.

You will provide administrative support to the Adult Support and Protection team. Your main duties will be to organise and take minutes of the Adult Support & Protection / Complex Case meetings.

Please refer to job outline, person specification and information sheet for further details and requirements for these jobs.

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**Closing Date: Friday** **17 March 2023**

**Senior Clerical Officer**

**£21,830 - £22,605 ANG04353**

Based at Angus House, Orchardbank Busines Park, Forfar.

You will provide administrative support to the Workforce Steering Group. Your main duties will be to organise meetings and take minutes on behalf of the group.

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

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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**Closing Date: Friday** **17 March 2023**

**Senior Clerical Officer**

**£21,830 - £22,605 ANG04377**

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

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

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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** **17 March 2023**

**Clerical Officer**

**£14,142 - £14,872 ANG04351\***

This job is restricted to Angus Council employees working within the Learning Disability service of the Angus Health & Social Care Partnership.

Based at Rosehill Resource Centre, Forties Road, Montrose.

Please note interviews will be held 17 March 2023.

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

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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**Apply online:**

[**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-319969**](https://www.myjobscotland.gov.uk/councils/angus-council/jobs/clerical-officer-319969)

**Closing Date: Friday** **10 March 2023**

**EDUCATION & LIFELONG LEARNING**

**Early Years Practitioner**

**£22,528 - £24,752 ANG04372**

Based at Muirfield Primary School, Arbroath.

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 Muirfield Primary School, Arbroath (ELC Model 1), working 36.25 hours per week, Monday to Friday.

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

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.

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.

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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** **17 March 2023**

**Early Years Practitioner**

**£22,528 - £24,752 ANG04341**

Based in the ELC setting at Southmuir Primary School, Kirriemuir (ELC Model 1)

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

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

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.

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.

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.

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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**Closing Date: Friday** **17 March 2023**

**Early Years Assistant**

**£15,450 - £15,998 ANG04363**

Based in the ELC setting at Whitehills Primary School, Forfar (ELC Model 2), working 30 hours per week, Monday to Friday.

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

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

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.

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.

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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** **17 March 2023**

**Early Years Assistant**

**£15,450 - £15,998 ANG04360**

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

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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 Southmuir Primary School, Kirriemuir (ELC Model 1), working 30 hours per week, Monday to Friday.

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.

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**Closing Date: Friday** **17 March 2023**

**Modern Apprentice (Early Years) (16)**

**£8,777 ANG04357**

Based in the ELC setting at either:

ELCC Forfar; Langlands or Whitehills Primary Schools, Forfar; or

Friockheim Primary School; or

Grange or Seaview Primary Schools, Monifieth; or

Abbey view, Muirfield, Timmergreens or Warddykes Primary Schools, Arbroath; or

Liff Primary School; or

Maisondieu Primary School, Brechin; or

Mattocks Primary School; or

Murroes Primary School; or

Southmuir Primary School, Kirriemuir; or

Tealing Primary School

Working 36.25 hours per week, you will work up to 195 days per year on various working patterns (Monday – Friday), term-time and in doing so, will work towards achieving an SVQ Level 3 Social Services (Children and Young People).

You will join an early level team and support in the delivery of a flexible, high quality, stimulating education and care service which meets the needs of young children and their families.

These jobs are temporary until no later than 28 March 2025 and are available from Monday 14 August 2023.

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

Membership of the Scottish Social Services Council (SSSC) or commitment to gain registration with the SSSC in accordance with their requirements is essential.

Due to funding restrictions for this qualification, you must be between the ages of 16‑24 years old.

You must have the ability to become a member of the PVG Scheme.

Please refer to job outline, person specification and information sheet for further details and requirements for these jobs.

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**Closing Date: Friday** **17 March 2023**

**FINANCE & LEGAL**

**Team Leader (Legal)**

**£45,229 - £48,707 ANG04369**

Based at Angus House, Orchardbank Business Park, Forfar.

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

An exciting opportunity has arisen working within our LegalServices Litigation & Licensing Team, which is offered on a permanent full-time basis.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the post also offers a competitive salary and all 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. This post is offered in line with Angus Council’s Workstyle 5, whereby 80% of your work activity can be carried out at home, with approximately 20% working in the office.

We are looking for applicants with a positive attitude, a willingness to learn, the desire and ability to work collaboratively and become a key team member. 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 must have the ability to obtain a satisfactory Standard Disclosure Certificate.

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** **17 March 2023**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Driver/Plant Operative**

**£22,282 - £23,072 ANG04373**

Based at Broomfield Depot, Montrose.

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.

In addition, please refer to the "applicant guidance" document when completing your application form and to the "welcome to Angus" document for more information about working for Angus Council.

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**Closing Date: Friday** **17 March 2023**

**Waste Operative (Job Bank)**

**£20,365 - £21,417 ANG04374**

We are seeking applicants to register for our Waste Operative job bank. Vacancies exist on a supply, temporary and permanent basis.

The benefits of job bank registration:-

• You only need to complete an online application form and, if shortlisted, attend an assessment session once within a 6 month period.

• You can select multiple jobs, supply, temporary and permanent, giving yourself the best possible chance of securing a job offer and joining our team.

• You have the option of choosing multiple locations to increase your chances of jobs becoming available.

• Job bank registration reduces the requirement for you to spend time and effort applying for multiple waste operative posts.

As part of the online application process you will be asked the following:-

• Step 1 –Apply online at www.myjobscotland.gov.uk

• Step 2 – Select the depot locations you would like to be based at

• Step 3 – Select the contract type you wish to apply for

• Step 4 – Select your preferred number of working hours per week

• Step 5 – Submit your online job application form

If your application is shortlisted, you will be invited to attend a recruitment session lasting approximately 1 hour and 15 minutes which will include the following:-

• Short Written Tests (40 minutes):-

1. Basic numeracy skills; undefined.

2. Knowledge of Health & Safety in the workplace;

3. Knowledge of basic road safety; and

4. Written communication skills

• Short Interview (20 minutes)

• Documentation checks and questions and answer session (15 minutes)

Following successful completion of the above application process/recruitment session, you will be placed onto our job bank for 6 months. You will be automatically considered for appointment to Waste Operative vacancies as they arise during this period.

You may be offered an appointment immediately, depending on suitable vacancies available at the time, however, it may take several months before a vacancy arises. Please note that Job Bank registration does not guarantee an offer of employment.

Your appointment will be subject to receipt of a satisfactory reference.

Please refer to job outline, person specification and information sheet for further details and requirements for these jobs.

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