

## Job Vacancies List No 11

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**ANGUS HEALTH & SOCIAL CARE PARTNERSHIP**

**Social Worker/Care Manager/Case Manager (Graduate Recruitment) (15)**

**£36,799 - £41,713 ANG04432**

Angus Council are welcoming applications from newly qualified Social Workers / Care Managers and Case Managers looking to join our workforce.

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

We have a range of exciting opportunities to join our services in supporting the people of Angus.

Vacancies exist on a full time and part time, temporary and permanent basis within a range of different teams, in various locations throughout Angus.

We are happy to discuss flexible working opportunities that may be available to you in line with our flexible working policy.

As a service, we are looking for enthusiastic practitioners who are passionate in supporting some of the most vulnerable in our community and who 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 have an extensive first year New Graduate programme and we are committed to providing a high standard of support to our new employees, ensuring you can grow into confident and competent practitioners.

Please note interviews will be held 10 May 2023 and 11 May 2023.

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 are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 21 April 2023**

**Social Care Officer (5)**

**£15,967 - £19,220 (Bar at £17,268) ANG04428**

Based at either:

Broomfield Road, Montrose, covering the North localities of Angus;

or

Kinloch Care Centre, Carnoustie, covering the South localities of Angus.

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

Please note interviews will be held week commencing 1 May 2023.

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:

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**Closing Date: Friday 14 April 2023**

**Clerical Officer**

**£16,971 - £17,847 ANG04436**

Based at Lilybank Resource Centre, Arbroath Road, Forfar.

You will work 30 hours per week, Monday to Friday, 8.30am - 2.30pm.

Please note interviews will be held 27 April 2023.

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 14 April 2023**

**Cook 2**

**£11,314 - £11,898 ANG04435**

Based at The Gables, Arbroath Road, Forfar.

You will work 20 hours per week, on a rota basis, including weekends.

You will work as part of a team preparing, cooking and serving food along with other general kitchen and dining room duties such as washing up, setting up and clearing away equipment/tables and cleaning the kitchen, its surrounds and equipment

Please note interviews will be held week commencing 15 May 2023.

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 14 April 2023**

**Modern Apprentice (Business Administration)**

**£10,263 ANG04427**

Based at Bruce House, Wellgate, Arbroath.

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

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

Please note interviews will be held week commencing 8 May 2023.

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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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 14 April 2023**

**EDUCATION & LIFELONG LEARNING**

**Administrative Assistant**

**£24,117 - £26,083 ANG04434**

Based at Webster's High School, 11 Glamis Road, Kirriemuir.

Please note interviews will be held week commencing 8 May 2023.

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 14 April 2023**

**School & Pupil Support Assistant**

**£11.55 - £11.96 per hour ANG04433**

Based at various locations throughout the Angus area, working various hours, term time and in service days only (195 days).

Positions are available on both a temporary and supply basis.

Various part time hours of work are available. Temporary contracts will be a minimum of 11 hours up to a maximum of 27.5 hours per week.

Details will be negotiated with the successful candidate.

You will be asked to indicate on your application form which position/s you are applying for.t various locations throughout 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 these jobs.

We are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 14 April 2023**

**FINANCE & LEGAL**

**Contracts Officer (2)**

**£33,340 - £36,194 ANG04437**

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council operate a very flexible working policy and as a Workstyle 5 position, the post holder is expected to work predominantly from home with only a max. of 20% of time to be office based.

As a result of a service remodel, Angus Council have two permanent opportunities to join its growing Procurement and Commissioning Service as a Contracts Officer. The successful candidates will join the team at an exciting time as it embarks on a proactive journey to identify and harness opportunities for efficiencies across the whole Council.

The Procurement and Commissioning service spans all aspects of Corporate Procurement as well as Social Care commissioning, in support of the Council and the Integration Joint Board. The role of Contracts Officer is varied and will allow the post holder to develop working relationships across many facets of the Council. Whilst Angus operates a devolved procurement model across its Corporate functions, there is an ongoing requirement to support and advise procuring officers, as well as oversee the end to end process as well. The growing financial pressures on the public sector have allowed Procurement a prominent position in the identification of potential areas for efficiencies and change in how the Council undertakes it’s third-party expenditure, and what it receives for this.

Working closely with other team members in areas such as data analysis and Community Benefits, the post holder will ensure that as well as delivering best financial value for the council from its procurement activities, these are also delivering the best possible outcomes for those who live and work in Angus also.

Candidates will have previous procurement experience, preferably in the public sector, and be willing to undertake studies to achieve CIPS level 4 Diploma, if not held already. However candidates with other relevant qualifications or who are able to demonstrate equivalent relevant experience, knowledge and skills necessary to undertake the role are also encouraged to apply.

Informal enquiries can be made to Alison Gallacher at [GallacherA1@Angus.gov.uk](mailto:GallacherA1@Angus.gov.uk).

Please note interviews will be held week commencing 1 May 2023.

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

We are happy to discuss flexible working during the recruitment process for this position. This means we are open to a conversation about working patterns and the flexibility that is available for this role whilst managing the workload.

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 14 April 2023**

**Welfare Rights Assistant**

**£22,888 - £23,796 ANG04429**

Based at County Buildings, Market Street, Forfar.

This job is temporary for up to 6 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 24 April 23.

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.

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 14 April 2023**

**INFRASTRUCTURE**

**Active Travel Officer**

**£22,888 - £41,713 (Career Grade Structure) ANG04409**

Based at Angus House, Orchardbank Business Park, Forfar.

Please note interviews will be held week commencing 24 April 2023.

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 14 April 2023**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Gardener 2**

**£22,282 - £23,072 ANG04426**

Based at Burgh Yard, Cairnie Loan, Arbroath.

Please note interviews will be held week commencing 24 April 2023.

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 14 April 2023**

**Gardener 2 (3)**

**£22,282 - £23,072 ANG04439**

Based at Burgh Yard, Queenswell Road, Forfar.

You will work 37 hours per week (based on differential working year).

These jobs are temporary for up to 6 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 1 May 2023.

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 14 April 2023**