

## Job Vacancies List No 12

**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**

**Occupational Therapy Assistant (2)**

**£19,293 - £20,866 ANG04445**

Based at either Bruce House, Wellgate, Arbroath, covering the Angus area;

or

County Buildings, Market Street, Forfar covering the Forfar/Kirriemuir and South West locality area.

Please note that you will also be required to work throughout the Angus area depending on the needs of the service.

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

These jobs are 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 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 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**

**EDUCATION & LIFELONG LEARNING**

**Clerical Officer**

**£7,267 - £7,642 ANG04448**

Based at Carlogie Primary School, Caeser Avenue, Carnoustie.

You will work 15 hours per week, Monday to Friday, term time only (195 days).

Please note interviews will be held 10 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 21 April 2023**

**Senior Clerical Officer (Supply)**

**£11.55 + 13.99% per hour ANG04450**

You will work in various primary schools across Angus.

Hours will be worked on an as and when required 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 21 April 2023**

**Clerical Officer (Supply)**

**£10.85 + 13.99% per hour ANG04451**

You will work in various primary schools across Angus.

Hours will be worked on an as and when required 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 21 April 2023**

**FINANCE**

**Welfare Rights Officer**

**£33,340 - £36,194 ANG04442**

Based at County Buildings, Market Street, Forfar.

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

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 certificiate.

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

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 21 April 2023**

**INFRASTRUCTURE**

**Services Clerk of Works**

**£22,888 - £32,849 (Career Grade Structure) ANG04438**

Based at Bruce House, Wellgate, Arbroath.

Please note interviews will be held week commencing 8 May 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 21 April 2023**

**LEGAL**

**Trainee Solicitor (2)**

**Year 1 £21,830 ANG04449**

**Year 2 £26,083**

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council seeks to appoint two Trainee Solicitors to commence during 2023 and is inviting applications from talented, adaptable and enthusiastic candidates to complement our growing legal services team.

We are looking for two trainee solicitors to assist in delivering a range of high quality customer focussed specialist legal services to council departments, the corporate client and elected members and to be trained in accordance with the requirements of the Law Society of Scotland. Training will include litigation, corporate, property and licensing work.

Applications are invited from graduates in Scots Law who have, or will have, a Diploma in Professional Legal Practice from a Scottish University before the start of their traineeship.

Both posts are offered on a full time basis and are temporary for a period of up to 2 years from date of appointment.

In addition to joining a talented, supportive and welcoming team within Legal and Democratic Services, the post also offers a competitive salary and all the 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.

We are looking for applicants with a positive attitude, a willingness to learn, the desire and ability to work collectively and become a key team member. The workload will be varied, challenging and interesting. 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.

Please note interviews will be held week commencing 29 May 2023.

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 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 21 April 2023**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Special Uplifts Chargehand Storeperson/Driver**

**£24,616 - £26,622 ANG04444\***

This job is restricted to Angus Council employees working with a Waste Operation team within Environmental Services.

Based at Burgh Yard, Cairnie Loan, Arbroath.

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 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 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/special-uplifts-chargehand-storepersondriver-325271**

**Closing Date: Friday 21 April 2023**

**Environmental Services Operative**

**£20,931 - £22,011 ANG04443**

Based at Burgh Yard, Cairnie Loan, Arbroath.

You will work 37 hours per week, 5 days out of 7, between the hours of 7.00am and 7.00pm.

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 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 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 21 April 2023**