
## Job Vacancies List No 15

**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**

**Occupational Therapist (First Contact)**

**£32,739 - £37,111 ANG04483**

Angus Health and Social Care Partnership has an exciting opportunity for an enthusiastic Occupational Therapist to join our Occupational Therapy team.

Based at Bruce House, Wellgate, Arbroath, covering the Angus area, you will work as part of the First Contact team.

You will work 32.25 hours per weeek, by arrangement.

You will have options for hybrid working and working in different offices as well as the option of working within our flexible working scheme.

You will provide information, professional advice and recommendations to our internal and external customers and will consider how the Occupational Therapy Service can assist individuals over and under 65, including children, living in the community who are affected by disability/illness.

You will work closely with colleagues ensuring referrals are screened in line with our service priorities. You will also undertake the review of people with manual handling equipment and contribute to the assessment of people applying for a Blue Badge.

There is also an opportunity to deliver training to meet needs of Occupational Therapy staff as well as our stakeholders.

Opportunities for continuous personal development (CPD) are encouraged with regular supervision and support provided.

For informal, enquiries, please contact Allison Taylor, Team Manager - Occupational Therapy at TaylorAJ@angus.gov.uk or telephone (01241) 465676.

Please note interviews will be held 31 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 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 12 May 2023**

**Social Care Worker**

**£18,066 - £18,707 ANG04486**

Based at Kinloch Court, Kinloch Street, Carnoustie.

You will work 30 hours per week.

Hours are worked on a shift based system inlcuding night duty and weekend working.

Please note interviews will be held week commencing 22 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 12 May 2024**

**Social Care Officer (Social Care Bank)**

**Unqualified £12.76 per hour + 13.99%**

**Qualified £13.98 per hour + 13.99% ANG04488**

This is an exciting opportunity to be part of our newly established social care bank, allowing you to work in a variety of care settings across Angus. You will help us to ensure we have the right staffing levels in the right settings, ensuring we fulfil our obligations to the people we care for. Although there is no guaranteed or minimum level of work, as a social care bank worker, you will be offered assignments on an “as required basis” and will have flexibility as to which assignments you accept.

Please see attached document “Care Settings” for further details and information.

We are looking for people with a passion for care and a genuine interest in working with people in a caring environment, where you will gain a wealth of experience and knowledge. You will be supported by managers and other professionals to help you work effectively with the individuals in our care.

Hours are worked on a supply basis, as and when required.

Hours are worked on a rota system covering 24 hours a day, 7 days a week. You may therefore be asked to carry out weekend work and night duties for which an allowance is payable.

Although you may be asked to work within any of our care settings within the Angus Health & Social Care Partnership, a discussion will take place at interview regarding your preferred area of work. This will be determined by your qualifications, SSSC registration and ability to drive.

You must have the ability to become a member of the PVG Scheme for regulated work with both children and adults.

You must register with the SSSC within 6 months from date of appointment and it may be a condition of your registration that you achieve a specified qualification within a set timescale.

You will be responsible for maintaining your own registration and any associated qualification costs. You will be required to produce evidence of registration on request.

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: Sunday 31 March 2024**

**Social Care Worker (Social Care Bank)**

**£11.55 per hour + 13.99% ANG04489**

This is an exciting opportunity to be part of our established social care bank, allowing you to work in a variety of care settings across Angus.

You will help us to ensure we have the right staffing levels in the right settings, ensuring we fulfil our obligations to the people we care for.

Although there is no guaranteed or minimum level of work, as a social care bank worker, you will be offered assignments on an “as required basis” and will have flexibility as to which assignments you accept.

Please see attached document “Care Settings” for further details and information.

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Although you may be asked to work within any of our care settings within the Angus Health & Social Care Partnership, a discussion will take place at interview regarding your preferred area of work. This will be determined by your qualifications, SSSC registration and ability to drive.

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: Sunday 31 March 2024**

**CHILDREN, FAMILIES & JUSTICE**

**Social Worker**

**£36,799 - £41,713 ANG04484**

Based at County Buildings, Market Street, Forfar, covering the Forfar and Kirriemuir area.

Please note interviews will be held week commencing 22 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 12 May 2023**

**Family Support Worker (Glen Clova Project)**

**£26,423 - £29,031 ANG04485**

Based at the Glen Clova Project, part of The Glens Team, at 6 West Grimsby Arbroath.

This job is restricted to women applicants only. This is an occupational requirement as permitted in accordance with Schedule 9, part 1 of the Equality Act 2010.

Please note interviews will be held week commencing 29 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 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.

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**Closing Date: Friday 12 May 2023**

**EDUCATION & LIFELONG LEARNING**

**Clerical Officer**

**£14,534 - £15,284 ANG04487**

Based at Arbroath Academy, Glenisla Drive, 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 29 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 12 May 2023**

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

**Customer Service Officer (2)**

**£24,117 - £26,083 ANG04490\***

Based at Angus House, Orchardbank Business Park, Forfar.

With exciting plans ahead, now is the time to become part of our team and join us on our exciting journey and play a pivotal role in providing excellent customer service to our communities. You will be trained on all aspects of the role which will allow you to learn about many council services.

These jobs are temporary until no later than 31 December 2023.

Internal applications on a secondment basis will be considered. You must have the approval of your line manager.

Please note interviews will be held week commencing 15 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/customer-service-officer-2-327697**

**Closing Date: Friday 5 May 2023**

**FINANCE & LEGAL**

**Procurement Data Analyst**

**£33,340 - £36,194 ANG04491**

Based at Angus House, Orchardbank Business Park, Forfar.

As a result of a service remodel, Angus Council have a temporary opportunity to join its growing Procurement and Commissioning Service as a Procurement Data Analyst. The successful candidate will join the team at an exciting time as it embarks on a proactive, data led 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 Procurement Data Analyst will play an integral role working with both Corporate and Social care procurement as well as wider Council services, analysing data and identifying opportunities for efficiencies.

This is a new role within the council and there may be some opportunity for the postholder to develop the role. The post is varied and will require the post holder to extract, audit, analyse and present data, creating dashboards and visualisations to effectively communicate information to stakeholders. The postholder will support an environment where services have the correct information to allow them to make informed decisions and deliver best financial value for the council from its procurement and wider activities, therefor also delivering the best possible outcomes for those who live and work in Angus.

Candidates will have previous data analyst experience and experience of standard business and data analyst packages (Power BI or similar). Candidates should have qualifications as stated in attached person specification, 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.

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 maximum of 20% of time to be office based.

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 22 May 2023.

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 12 May 2023**

**Community Benefits & Sustainability Officer**

**£33,340 - £36,194 ANG04492**

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council is seeking a Community Benefits & Sustainability Officer to join its growing Procurement and Commissioning Service. The successful candidate will play a crucial role in ensuring that the council's Community Benefits activities are given a high profile within the council, with external suppliers and with third sector organisations, in line with the council's community benefits policy and social value objectives.

The role is a new role within Angus Council giving the post holder some autonomy to mould the role to fit the needs within the Council. There will be high demand from Council Services for support from the postholder and as such the post holder must be able to manage stakeholders and prioritise multiple projects and demands.

The post holder will work with procurement officers and council services to identify and incorporate community benefits into procurement activities. Develop and maintain relationships with community groups, third sector organizations, and other stakeholders to identify opportunities for community benefits. Monitor and report on the delivery of community benefits across all procurement activities. Conduct research on industry trends and best practices in community benefits and social value. Provide guidance and support to colleagues on incorporating community benefits into procurement activities. Ensure compliance with council policies and legislation related to community benefits and social value.

Candidates will have an understanding of community benefits, social enterprise or a similar field. Candidates should have the qualifications stated in the attached person specification 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.

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 maximum of 20% of time to be office based.

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 22 May 2023.

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 12 May 2023**

**INFRASTRUCTURE**

**Team Leader - Utilities & Services Engineering**

**£45,229 - £48,707 ANG04493**

Based at Angus House, Orchardbank Business Park, Forfar.

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

Please refer to job description, 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 12 May 2023**

**Team Leader - Estates**

**£45,229 - £48,707 ANG04494**

Based at Angus House, Orchardbank Business Park, Forfar.

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

Please refer to job description, 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.

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**Closing Date: Friday 12 May 2023**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Gardener 3**

**£23,362 - £24,288 ANG04495\***

This job is restricted to employees working within Environmental Services.

Based at Burgh Yard, Queenswell Road, Forfar.

Please note interviews will be held week commencing 22 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/gardener-3-327705**

**Closing Date: Friday 12 May 2023**

**Gardener 2**

**£22,282 - £23,072 ANG04496\***

This job is restricted to employees working within Environmental Services.

Based at Recycling Centre, Balmachie Road, Carnoustie.

Please note interviews will be held week commencing 22 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/gardener-2-327704**

**Closing Date: Friday 12 May 2023**

**Leisure Attendant (4)**

**£13,577 - £16,971 ANG04497**

Based at Westlinks Pavilion, Arbroath.

Angus Council are recruiting a team of 4 Leisure Attendants.

Duties will include receipt of payments, issuing equipment for cray golf and Pitch and Putt and monitoring the Mini Car area and general facilities.

You will work either:

24 hours per week, four days at six hours per day (1 position);

or

30 hours per week, five days at six hours per day (3 positions).

Hours are worked on a rota basis, 12.00 noon to 6.00pm, Monday to Sunday inclusive.

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

These jobs are available from 30 June 2023 and are temporary until no later than 3 September 2023.

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 22 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 12 May 2023**