

## Job Vacancies List No 17

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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 ANG04513**

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

Please note interviews will be held week commencing 12 June 2023.

This job is temporary until 31 March 2024.

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

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 26 May 2023**

**EDUCATION & LIFELONG LEARNING**

**Teacher of Geography**

**£31,584 - £47,565 ANG04515**

Based at Monfieth High School, Panmurefield Road, Monifieth.

Are you an enthusiastic and inspiring secondary teacher 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.

This job is temporary until no later than 28 June 2024.

Please note interviews will be held week commencing 5 June 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 26 May 2023**

**Teacher of Mathematics**

**£31,584 - £47,565 ANG04516**

Based at Monfieth High School, Panmurefield Road, Monifieth.

Are you an enthusiastic and inspiring secondary teacher 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.

This job is temporary until no later than 28 June 2024.

Please note interviews will be held week commencing 5 June 2023.



**Teacher of Chemistry**

**£31,584 - £47,565 ANG04517**

Based at Brechin High School, Brechin Community Campus, Duke Street, Brechin.

Are you an enthusiastic and inspiring secondary teacher 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 26 May 2023**

**Lead Senior Early Years Practitioner (8)**

**£28,553 - £30,997 ANG04521\***

These jobs are restricted to Senior Early Years Practitioners working within the Early Years and Early Intervention Service of the Education and Lifelong Learning Directorate.

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.

Based in the ELC setting in one of the following:

Hayshead (ELC Model 1), Inverbrothock (ELC Model 3), Ladyloan (ELC Model 1), Muirfield (ELC Model 1) or Warddykes (ELC Model 3) Primary Schools, Arbroath;

Birkhill Primary School (ELC Model 1);

or

Grange (ELC Model 1) or Seaview (ELC Model 3) Primary Schools, Monifieth.

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

Working 36.25 hours per week, 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.

These jobs are available from 14 August 2023.

Please note interviews will be held week commencing 5 June 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.

**Apply online:**

**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/lead-senior-early-years-practitioner-8-329682**

**Closing Date: Friday 26 May 2023**

**Lead Senior Early Years Practitioner (6)**

**£28,553 - £30,997 ANG04523\***

These jobs are restricted to Senior Early Years Practitioners working within the Early Years and Early Intervention Service of the Education and Lifelong Learning Directorate.

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.

Based in the ELC setting in one of the following:

Andover Primary School, Brechin (ELC Model 3);

Strathmore Primary School, Forfar (ELC Model 1);

Northmuir (ELC Model 3) or Southmuir (ELC Model 1) Primary Schools, Kirriemuir;

or

Lochisde (ELC Model 1) or Southesk (ELC Model 3) Primary Schools, Montrose.

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

Working 36.25 hours per week, 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.

These jobs are available from 14 August 2023.

Please note interviews will be held week commencing 5 June 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.

**Apply online:**

**https://www.myjobscotland.gov.uk/councils/angus-council/jobs/lead-senior-early-years-practitioner-6-329683**

**Closing Date: Friday 26 May 2023**

**Primary Cluster Administrative Assistant**

**£21,712 - £23,482 ANG04524\***

This job is restricted to those currently employed as a clerical support member of staff working in a school.

Based at Angus House, Orchardbank Business Park, Forfar.

This job is temporary until no later than 28 June 2024.

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

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/primary-cluster-administrative-assistant-329676**

**Closing Date: Friday 26 May 2023**

**Primary Cluster Administrative Assistant**

**£21,712 - £23,482 ANG04525**

Based at Northmuir Primary School, Kirriemuir.

You will work 36.25 hours per week, Monday to Friday, term time only (205 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.

**Closing Date: Friday 26 May 2023**

**School Technician**

**£22,888 - £26,083 ANG04522**

Based at Brechin High School, Brechin Community Campus, Duke Street, Brechin.

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, 26 May 2023**

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

**Manager - Payroll**

**£53,999 - £58,195 ANG04514**

Based at Angus House, Orchardbank Business Park, Forfar.

We need a Payroll Manager who performs well, inspires others and is motivated to make sure our payroll team delivers a reliable service to our customers. We need someone who understands how to develop the service so that we can maintain and improve how we deliver payroll services.

The successful candidate will lead a small, very committed team at a time when we are digitising processes, designing and implementing new ways of working and dealing with the day to day complexities payroll entails. They will work within a dynamic, forward thinking People and Organisation Development service. They will have the opportunity to add their enthusiasm, critical thinking and experience to our already great mix of leaders to realise improvements for customers across all service delivery areas.

Please note interviews will be held Thursday, 8 June 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:

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 26 May 2023**

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

**Learning and Development Co-ordinator**

**£21,318 - £24,165 ANG04518**

Based at Angus House, Orchardbank Business Park, Forfar.

Angus Council, on behalf of the Tayside Resilience Partnership, is looking for an experienced learning and development co-ordinator to design, develop and deliver emergency preparedness training and exercises.

We are looking for an experienced individual with knowledge and understanding of emergency preparedness, resilience, response, and recovery, and of multi-agency partnerships.

You will work flexibly to deliver against the workplan and demands of the resilience partnership through a blended approach of online and in person, and specifically aligned to national and local risk assessments.

This post will also support learning and development opportunities across the North Resilience Partnership and other resilience partnership areas across Scotland.

This job is temporary for 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 Friday, 16 June 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 26 May 2023**

**VIBRANT COMMUNITIES & SUSTAINABLE GROWTH**

**Assistant Transport and Technical Co-ordinator**

**£29,447 - £32,849 ANG04519**

Based at Bruce House, Wellgate, Arbroath.

Please note interviews will be held week commencing 19 June 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 26 May 2023**