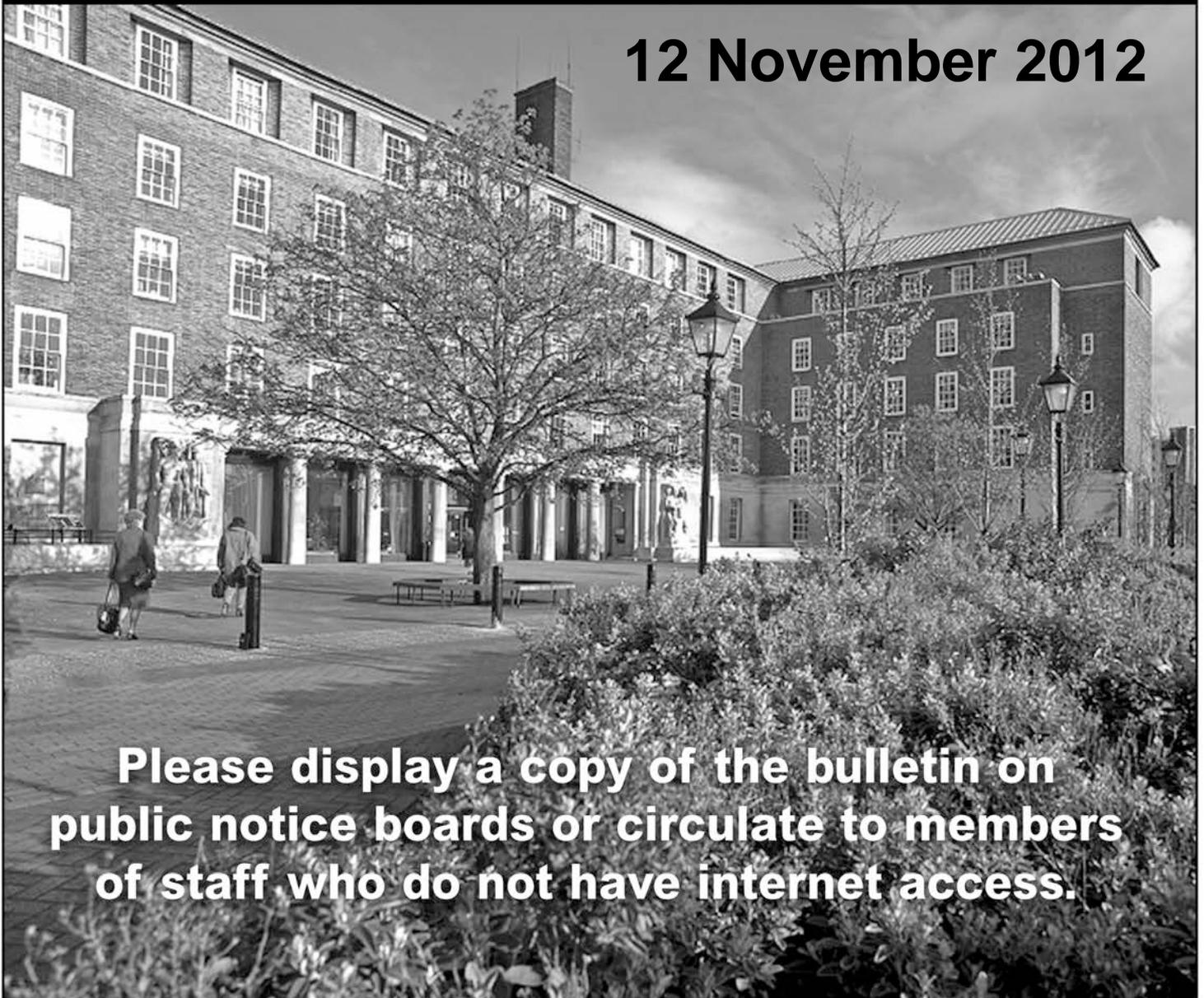




**Nottinghamshire
County Council**

**Opportunities in Nottinghamshire
Vacancy Bulletin**

12 November 2012



**Please display a copy of the bulletin on
public notice boards or circulate to members
of staff who do not have internet access.**

Further details of most Nottinghamshire County Council
vacancies listed in this bulletin are available on the website –
www.nottinghamshire.gov.uk/jobs and applications can be made on-line.

lgps
look forward with confidence

NOTTINGHAMSHIRE COUNTY COUNCIL

NEW DEAL APPLICATIONS WELCOMED

EQUALITY IN SERVICES AND EMPLOYMENT

For all Nottinghamshire County Council vacancies (except schools), disabled applicants who meet the essential shortlisting requirements will be guaranteed an interview. A job share scheme is available for all full-time posts; both permanent and temporary.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks.

If you are a non-European Economic Area migrant wishing to work in the United Kingdom, we recommend you visit the UK Border Agency website. The website provides key guidance and information provided by the Government for United Kingdom on employing migrant workers, including those under the new points based system which came into force on 27 November 2008. Please see the Home Office, UK Border Agency, Points Based System website (www.ukba.homeoffice.gov.uk/employers)

This vacancy bulletin is available in Braille, large print and on audio tape by request. For this service only please contact the Braille Bureau on (0115) 977 3157.

ADULT SOCIAL CARE, HEALTH & PUBLIC PROTECTION

Temporary Part-Time Business Support Administrator

(temporary to March 2013)

18.5 hours per week

£15,725 - £17,161 p.a. (pro-rata)

Ref: AS/0638/AM

Location: Chadburn House, Mansfield

We require a dynamic and enthusiastic individual to work alongside two other colleagues, providing all elements of business support to the Mansfield Community Learning Disability Team (CLDT). You will be accurate, numerate and have proven administrative, word processing and IT skills. You will need to contribute effectively within a team but also work on your own initiative in order to meet required deadlines, whilst working under pressure. An ability to learn quickly and work flexibly, whilst adapting to the challenging needs of this busy team, is paramount. You must be able to demonstrate excellent customer care skills and communicate effectively at all times, whilst maintaining confidentiality, as you will be dealing with Service Users, their relatives and a range of other professionals and agencies on a daily basis. You will utilise our Business Management system for all aspects of procurement: creating, amending and receipting purchase orders; raising and coding invoices; querying and resolving disputed orders and invoices. The postholder will, also, be required to minute, sometimes lengthy and complex, Adult Safeguarding meetings. An awareness of, and a commitment to, Equality and Diversity and Health and Safety issues is required. If you wish to discuss this post please contact Andrea Stuart (Business Support Officer) on: (01623) 434101. **Closing date: Wednesday 28 November.**

Application forms and job descriptions for the above posts are available on-line at www.nottinghamshire.gov.uk/jobs or from the Business Support Centre via e-mail: jobs@nottsc.gov.uk stating job title and reference number, your name, address and post code. Alternatively, please tel: 0300 5008080 (8am – 8pm Monday – Friday, 8am – 12 noon Saturday). Minicom available during office hours tel: (01623) 434993.

Children's Service Manager – Placements & Commissioning**£39,855 - £44,276p.a.****Ref: CF/0625/CVM****Location: Centenary House, West Bridgford, Notts, NG2 7QZ**

This post is based within the newly formed Access to Resources Group which brings all provider services in Children's Social Care together. In order to meet the demands of this post, you will already be an experienced manager with a proven track record in the commissioning and management of placements for Looked After Children. You will need to evidence outstanding organisational and communication skills and have significant knowledge and experience of working in provider services for Looked After Children. You will need to demonstrate a motivation and ability to lead and manage staff within these established service areas. Our Service Managers also take a lead role in the strategic planning and delivery of our services. You will be able to provide robust advice and expertise to staff, other managers and partners, to ensure the delivery of high quality services. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Children's Services Manager – Newark & Bassetlaw Child Protection Team**£39,855 - £44,276p.a.****Ref: CF/0626/CVM****Location: Sherwood Energy Village, Ollerton, Notts, NG22 9FF**

Your role will be to manage a District Child Protection Service encompassing an assessment service, with a particular focus on improving outcomes for children who are subject to protection plans. In doing so, you will work closely with partners in promoting and safeguarding the welfare of our young people and ensuring that performance management frameworks are fully adhered to. Our Service Managers take a lead role in the strategic planning and delivery of our services. You will be able to provide robust advice and expertise to staff, other managers and partners, to ensure the delivery of high quality safeguarding services. This is a challenging and exciting role working with children, young people and their families and partner agencies. You must have excellent interpersonal and communication skills and be highly knowledgeable, analytical, experienced and confident in the service area. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Service Manager – Residential Services & CAMHS**£39,855 - £44,276p.a.****Ref: CF/0627/CVM****Location: Countywide (based in West Bridgford)**

This post is based within the new formed Access to Resources Group which brings all provider services for Children's Social Care together. The post will have lead responsibility for the management and leadership of the County Councils' three mainstream residential care homes, the County's secure accommodation unit and Child and Adolescent Mental Health Services (CAMHS). In order to meet the demands of this post, you will already be an experienced manager with a proven track record of service improvement. You will need to evidence outstanding organisational and communication skills and have significant knowledge and experience of working with Looked After Children and child protection. You will need to demonstrate a motivation and ability to lead and manage staff within these established service areas. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Service Manager – Independent Chair Service**£39,855 - £44,276p.a.****Ref: CF/0628/CVM****Location: Countywide (current base Mansfield)**

This post is based within the Safeguarding and Independent Review service area, which is part of the Children's Social Care division of the Children, Families and Cultural Services department. The post will have lead responsibility for the management and leadership of the independent chair service, which comprises two groups of staff – Child Protection Coordinators (CPCs) and Independent Reviewing Officers (IROs). Given a significant rise in the number of children with child protection plans and number of children looked after in Nottinghamshire there has been additional investment into the service group to enable an increase in the number of CPCs and IROs. We are therefore seeking to increase the managerial capacity in this area. Child Protection Coordinators chair all child protection conferences and specific strategy meetings, eg where there are concerns regarding individuals who work with children. Independent Reviewing Officers chair looked after children reviews. Both groups of staff have key quality assurance roles and responsibilities. In order to meet the demands of these posts, you will already be an experienced manager with a proven track record of service improvement. You will also need to have outstanding organisational and communication skills, significant knowledge and experience of child protection and looked after children work, and an ability to lead and manage an experienced group of staff. The service group also includes the management of the Nottinghamshire Safeguarding Children Board and a service manager with specific strategic safeguarding responsibilities, eg the Local Authority Designated Officer functions. You will form part of the management team of the service area. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Team Managers – Children's Social Care. Every child in Nottinghamshire deserves the very best start in life and we are determined that they get this. We need nothing less than excellence from our Children and Young People's services. Despite the economic climate, we have continued to invest in our front line staff, our recent recruitment drive for social workers has been successful and you will be joining a well resourced workforce. We require Team Managers for our re-configured social work services teams across the County and we are looking for forward thinking and highly motivated individuals to ensure that we get the best outcomes for children by providing good quality supervision and managerial oversight. The following 7 posts are available:

Part-Time Team Manager – Assessment Services South

18.5 hours per week

£35,430 - £39,855p.a. pro-rata)

Ref: CF/0606/CVM

Location: Sir John Robinson Way, Arnold, Nottingham, NG5 6DA

Operational management of social workers carrying out Initial Assessments and investigations under Section 47 of the Children's Act (1989).

Team Manager – Bassetlaw District Child Protection Team (Retford)

£35,430 - £39,855

Ref: CF/0607/CVM

Location: Chancery Lane, Retford, DN22 6DG

Operational management of social workers providing child protection and assessment services in the Bassetlaw district.

Team Manager – Newark District Child Protection Team (Ollerton)

£35,430 - £39,855p.a.

Ref: CF/0614/CVM

Location: Sherwood Energy Village, Ollerton, Notts, NG22 9FF

Operational management of social workers providing child protection and assessment services in the Newark district.

Team Manager – Children’s Disability Service (Mansfield)

£35,430 - £39,855

Ref: CF/0608/CVM

Location: Meadow House, Mansfield, Notts, NG18 2TB

As part of this dedicated service you will as a Team Manager have an opportunity to operationally manage social workers providing child protection and assessment services, court work, looked after children, and adoption as part of a county wide response to the needs of children and young people with disabilities.

Part-Time Team Manager – Court Work (18.5 hours)

£35,430 - £39,855p.a.

Ref: CF/0611/CVM

Location: Sherwood Energy Village, Ollerton, Notts, NG22 9FF

As part of a dedicated ‘Through Care’ service, Operational management of social workers providing a service to children subject to legal proceedings across the County.

Team Manager – Looked After Children

£35,430 - £39,855p.a.

Ref: CF/0612/CVM

Location: Sherwood Energy Village, Ollerton, Notts, NG22 9FF

As part of a dedicated ‘Through Care’ service, Operational management of social workers providing a service to looked after children across the County.

Part-Time Team Manager – Multi-Agency Safeguarding Hub (18.5 hours)

£35,430 - £39,855p.a.

Ref: CF/0613/CVM

Location: Mercury House, Annesley, Notts, NG15 0DR

Operational management of social workers providing a single point of contact for Children’s Social Care contacts, including safeguarding concerns.

For all the above 7 posts, we are looking for applicants who have at least two years post qualifying experience working with children and families in statutory child care and you will have proven skills in Child Protection, Care Planning and Court work and ideally experience of planning for permanence and adoption work. In return we will provide excellent management training opportunities in a supportive environment to further develop your management skills. Appointment to these posts is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Child Protection Coordinators

£35,430 - £39,855p.a.

Ref: CF/0622/CVM

Location: Countywide

You will be part of a team of Child Protection Coordinators (CPCs) who have responsibility for the coordination and chairing of child protection conferences and complex strategy meetings across the county. You will have a central role in promoting quality in child protection practice, the effective implementation of departmental and interagency policies and procedures, and achieving optimum outcomes for children. You will need to be able to demonstrate a thorough knowledge of relevant legislative and policy frameworks relating to the safeguarding and protection of children; an understanding of the role of agencies involved in such work; an ability to analyse key information; a problem-solving approach and an ability to manage your own time under pressure. A

crucial element of the role is quality assurance of child protection practice. You will need excellent verbal and written communication skills and an ability to demonstrate independence and challenge. You will receive regular supervision and be part of a supportive team environment. CPCs form part of the Independent Chair Service, together with Independent Reviewing Officers who chair looked after children reviews. The service is part of the wider Safeguarding, Independent Review and Quality Assurance service area within the Social Care division. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Nottinghamshire Safeguarding Board Development Manager

£35,460 - £39,855p.a.

Ref: CF/0624/CVM

Location: Countywide

You will develop and quality assure the framework within which the NSCB and its partner agencies deliver effectively the child death functions set out in statutory guidance, in order to reduce the number of preventable child deaths. You will ensure that partner agencies work together in order to deliver effectively the serious case review functions set out in statutory guidance, in order to establish what lessons are to be learned from case reviews and how they should be acted upon. You will lead developments in relation to the engagement, participation and communication strategies of the Nottinghamshire Safeguarding Children Board (NSCB). You will need to have: outstanding organisational and communication skills; significant experience of safeguarding/child protection work; experience of strategic and developmental work; sound knowledge of relevant key legislation and national guidance; enthusiasm and commitment to high quality work and continuous service improvement. Further information regarding the Nottinghamshire Safeguarding Children Board can be obtained from: www.nottinghamshire.gov.uk/nscb Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Deputy Manager

£35,430 - £39,855p.a.

Ref: CF/0632/CVM

Location: Clayfields House, Stapleford, Notts, NG9 8GU

Secure Children's Home - an opportunity to join our existing dynamic team within Clayfields House. Help us to make a difference to the lives of young people in trouble. We believe everyone can achieve positive change and we need positive thinkers to create a centre of excellence for young people. We are seeking to recruit a Deputy Manager responsible for the safe care and management of all staff and resident young people within the secure accommodation. Clayfields House is a secure children's home providing an intensive service to young people who are vulnerable, at risk to themselves or others, and/or placed in secure accommodation due to offending behaviour. Situated in Stapleford, Nottingham just a few miles from the M1 we are easy to reach and offer the rich rewards of working with some of the most demanding but rewarding young people in the UK. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Independent Reviewing Officer (IRO)

£32,800 - £37,206p.a.

Ref: CF/0621/CVM

Location: Countywide

This post is for a full time permanent Independent Reviewing Officer to join an established team of Independent Reviewing Officers who have overall responsibility for the coordination and chairing of Looked After Children reviews across the county. The post requires a suitably qualified person (CQSW, CSS, Dip SW) with a minimum of three years post-qualification experience. You will be able to demonstrate experience of chairing complex meetings and have the confidence and ability to work constructively with senior managers. You must have a thorough understanding of the legal framework, regulations and guidance relating to looked after children/care leavers. You will monitor

the performance of the Local Authority's function as a corporate parent and therefore will need the ability to demonstrate independence and challenge. You will need to demonstrate that plans for looked after children are up to date, effective and provide a real and genuine response to each child's needs. You will ensure that the safeguarding needs of all Looked After children are met and ensure there is no "drift" in care planning for looked after children or delivery of services to them. You will need to be competent in communicating with children and an understanding of the role in ensuring the voice of the child is promoted. You will need to be able to demonstrate knowledge in relation to representation and complaints processes/procedures and be able to define high quality practice standards, in order to improve outcomes for looked after children in the county. The role requires the ability to oversee and analyse key data and information; the ability to problem solve and organise/manage one's own time effectively under pressure. Excellent verbal and written communication skills are crucial, and the role also requires good ICT skills. You will receive regular supervision and be part of a supportive team environment. IROs form part of the Independent Chair Service, together with Child Protection Co-ordinators who chair child protection conferences and complex strategy meetings. The service is part of the wider Safeguarding, Independent Review and Quality Assurance service area within the Social Care division. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

LADO Allegations Officer

£32,800 - £37,206p.a. (Please note this is an indicative grade and the post is subject to formal job evaluation).

Ref: CF/0623/CVM

Location: Mansfield

This is a rare opportunity to work as part of the Safeguarding and Independent Review Service in a key practice role. There are two elements to this role; the first is in the management and oversight of managing allegations and concerns against those who work with children. The second is a new role in coordinating the department's response to civil claims arising from the work of Children's Social Care, working closely with the risk insurance team and the legal team. The person appointed to this post will need to be an experienced manager, senior practitioner or a social worker with significant safeguarding experience. The post holder will need to be self-motivated, confident and able to challenge and make decisions. For an informal discussion please contact Terri Johnson, Service Manager Safeguarding (strategic) on: (0115) 9773921. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Adoption Panel Manager

£32,800 - £37,206p.a.

Ref: CF/0634/CVM

Location: Mansfield

This is a full time post, managing Nottinghamshire's adoption panels and undertaking the role of agency adviser relating to adoption. Nottinghamshire have 3 adoption panels meeting on a monthly basis, with a very high workload, this is an opportunity to manage those panels, and to give agency advice regarding children's plans. You will be based in Mansfield, and be part of a team of adoption managers, at an exciting time of change within adoption services. Nottinghamshire is constantly striving to improve performance in adoption, and you will be part of that drive. You must have a social work qualification, 5 years post qualification experience (AAR8) and experience in adoption. Management experience would also be an asset. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Full-Time Assistant Unit Leaders (2 posts)

Part-Time Assistant Unit Leader (18.5 hours per week)

£28,636 - £32,800p.a. (pro-rata) + weekend working allowance, unsociable hours & occasional sleep in.

Ref: CF/0633/CVM

Location: Clayfields House, Stapleford, Notts, NG9 8GU

An opportunity to join our existing dynamic team within Clayfields House. Opened in April 1997, our purpose-built state-of-the-art secure unit looks after and provides a positive option to care with a very specialist range of services for 18 young people. The service is set across three, six place house units, and caters for a broad and challenging range of placement mix in terms of age and gender, from both welfare and court directed placement. Help us to make a difference to the lives of young people in trouble. We believe everyone can achieve positive change and we need positive thinkers to create a centre of excellence for young people. Clayfields House is a secure children's home providing an intensive service to young people who are vulnerable, at risk to themselves or others, and/or placed in secure accommodation due to offending behaviour. We work with males and females aged between 10-17 and we need to recruit staff and managers who want the rich rewards of working with some of the most demanding but rewarding young people in the UK. Situated in Stapleford Nottingham, just a few miles from the M1 we are easy to reach and we welcome enquiries for the following post. Help make Clayfields House a centre of excellence. Your role will involve taking key responsibility for the operational management of the centre and some of the following tasks: managing, training and development of staff; responsibility for a high standard of care with positive outcomes; case management responsibility for up to two young people and direct line management responsibility for a team of 6 staff. Your existing skills and knowledge will relate to some of the above responsibilities. In addition you will have management experience, a suitable qualification, and essentially have the drive and determination to succeed in a challenging environment. Please indicate which post you are applying for on your application form. Appointment to these posts is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Practice Consultants

£28,636 - £37,206p.a.

Ref: CF/0620/CVM

Location: Countywide

Do you have significant front line experience in child care social work and looking for a new challenge? We have an exciting opportunity for experienced social work practitioners looking for the next level in their career. As a member of the county wide Practice Support Unit you will be working within existing child care field work teams offering time limited support aimed at improving the personal skills and knowledge of workers, whilst also ensuring that the social care needs of children are fully assessed and that services are delivered, monitored and reviewed in accordance with relevant legislation and departmental policies and procedures. You will also have the opportunity to undertake developmental work ensuring that our social workers have relevant research and tools to support their practice. You must be a registered social worker with significant post-qualifying experience in child care social work, with experience of mentoring or supervising others. You will be able to lead by example by managing complex case work and have an ability to coach, mentor and develop the practice of individuals, groups and teams. You should be flexible in your approach and able to adapt to the changing priorities of the department. A full driving licence is also essential, however, a taxi service is offered to disabled employees. The post carries an authorised car user status. For an informal discussion about the role, please contact Diana Bentley, Team Manager on: (01623) 433433 ext 33126 or Ty Yousaf, Children's service Manager on: (0115) 8546000 ext 46302. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

CAMHS Social Workers (3 posts)

£24,646 - £32,800p.a. (pro rata)

Ref: CF/0618/CVM

Location: North (Ashfield, Mansfield, Newark) and South of the County (Broxtowe, Gedling & Rushcliffe)

These posts provide an exciting opportunity to be part of a multi-agency social work service for children/young people and their families, who are in need of child and adolescent mental health services (CAMHS). The CAMHS Social Work Team is based within each individual Nottinghamshire Healthcare Trust Community Partnership District Emotional Health and Wellbeing Team and also Bassetlaw PCT District Emotional Health and Wellbeing Team. The Social Work Team contribute fully to the delivery of Tier 2 CAMHS services across Nottinghamshire. The Team provide targeted direct work with children, young people and their families where the referred child has an emotional health and wellbeing need assessed as being within the remit of Tier 2 CAMHS. The team also deliver group work, training and consultation to children, families and partner agencies. Various hours are available as follows: 1 Full-Time post based in North of the County, 1 Part-Time (30 hours) post based in South of the County and 1 x temporary 18.5 hour post covering maternity leave (temporary for 1 year from appointment) based in South of the County. Please indicate on your application form which posts you wish to be considered for. Appointment to these post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Social Workers - Children's Social Care

District Child Protection Teams

£24,646 - £32,800

Ref: CF/0615/CVM

Location: Meadow House, Mansfield, NG18 2TB

Court Work Team

£24,646 - £32,800

Ref: CF/0616/CVM

Location: Sherwood Energy Village, Ollerton, Notts, NG22 9FF

Children's Disability Service

£24,646 - £32,800

Ref: CF/0617/CVM

Location: Countywide

Support After Adoption (1 post)

£28,636 - £32,800

Ref: CF/0619/CVM

Location Countywide

Interviews: 13 December 2012

By working together we will ensure that Nottinghamshire is a safe and secure place in which children and young people can live and grow. Nottinghamshire County Council runs one of the largest services for Children and Young People in the country. We have committed and professional staff, and political support which has seen substantial additional investment in the service over the last few years. Children's Social Care has implemented a new approach to delivering services to vulnerable children and families, based around a Multi-Agency Safeguarding Hub, Assessment and District Child Protection Teams, a dedicated Through Care Service for looked after children and a dedicated county wide Children's Disability Service, all of which are underpinned by a specialist Safeguarding and Independent Review Service and strong Provider Services. We are also investing in developing our social workers by increasing our team of Practice Consultants, who deliver additional support to front-line social work teams. We have social worker vacancies in our new configuration of social work services teams, including our District Child Protection Teams, Children's Disability Service, our Court Work Team and in our Support after Adoption Team. Applications are welcomed from qualified social workers who have the ability to encourage, support and engage with children, young people, parents and carers to promote participation in all aspects of service delivery. You will be energetic and highly motivated

with excellent communication skills to enable you to work effectively with a wide range of agencies. You will have a sound knowledge of relevant legislation and ensure that you apply consistently high standards to ensure better outcomes for children and their families. In return we offer you a package of training and support to NQSW's through our pilot scheme, flexible working arrangements which would benefit those with caring commitments, support and training to those who are returning to work following a career break, practitioner workloads which are maintained at sustainable levels and ongoing development, training and career progression including PQ award and advanced social work practitioner posts for experienced staff. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Key Workers - Children with Disabilities Fieldwork Team (2 Posts)

£20,858 - £23,708p.a.

Ref: CF/0629/CVM

Location: Meadow House, Littleworth, Mansfield, Notts, NG18 2TB

We are looking for key workers to provide a care coordination / key working role to children with disabilities and their families where they have been assessed by social workers and have a Child in Need Plan in place which is reviewed at regular intervals. Key workers will also undertake direct work with children and co work alongside social workers in more complex cases where specific pieces of work are required as part of an assessment or as part of the child's care plan. The nature of the work will require excellent report writing skills and the ability to participate in multi-agency case discussions and service development meetings. You should have at least two years' experience of working with children and families and working in partnership with other agencies and organisations. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Children's Workers

£17,802 - £20,198p.a. (pro-rata)

Ref: CF/0637/AM

Location: Mansfield and Newark area

Mansfield and Newark Children's Centres are looking for the right people to join their expanding Children's worker teams. If you are interested, and can answer 'yes' to the following questions, then we would be interested in meeting you. Do you have a passion for quality early learning experiences? Do challenges excite you? Are you motivated, and flexible? Can you respond to the diverse needs of communities? We expect team work, and commitment, and in return; we can offer a professional, supportive and friendly environment. We encourage personal development through training, and supporting innovative work. The post requires a NVQ level 3 qualifications, or equivalent, with good standards of numeracy, and literacy skills. A good understanding of the EYFS is required. Our services are both outreach and in centre sessions. The nature of the role involves lifting, and carrying of equipment. There will also be occasional evening, and weekend work. If you wish to discuss the role further please contact: Carol Pearce on 01623 629203 or Marina Georgeon: (01623) 499900. **Closing date: Wednesday 28 November.**

Scrutiny Advisory & Development Group Coordinator - Youth Support Worker in Charge level 1 (2 posts)

7.5 hours per week

£10.67 - £12.17 per hour

Ref: CF/0641/AM

Location: Ashfield District

Youth Workers are needed to work with Children and Young People aged 10 -19 years in the Ashfield District. Your role will be to enable Children and Young People to have the opportunity to participate in decisions which affect their lives. We will support young people to access County Council services which they need and enable them to have the opportunity to shape how these

services are planned and delivered. Your job role will require you to work some evenings and some weekend sessions. This is an exciting opportunity to support Young People to have a voice and make a difference on matters that are important to them. To apply for the post you will need to have a Local Qualification in Youth Work at level 2 (National Qualification framework). For further information on qualifications and job role contact Peter Cook on: (01623) 411300. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Part-Time Scrutiny Advisory & Development Group Coordinator - Youth Support Worker in Charge level 1

7.5 hours per week

£10.67- £12.17 per hour

Ref: CF/0640/AM

Location: Newark & Sherwood District

Youth Workers are needed to work with Children and Young People aged 10 -19 years in the Newark and Sherwood District. Your role will be to enable children and Young People to have the opportunity to participate in decisions which affect their lives. We will support Young People to access County Council services which they need and enable them to have the opportunity to shape how these services are planned and delivered. Your job role will require you to work some evenings and some weekend sessions. This is an exciting opportunity to support young people to have a voice and make a difference on matters that are important to them. To apply for the post you will need to have a Local Qualification in Youth Work at level 2 (National Qualification framework). For further information on qualifications and job role contact Peter Cook on: 01623 411300. Appointment to this post is subject to an enhanced CRB check. **Closing date: Thursday 29 November.**

Application forms and job descriptions for the above posts are available on-line at www.nottinghamshire.gov.uk/jobs or from the Business Support Centre via e-mail: jobs@nottsc.gov.uk stating job title and reference number, your name, address and post code. Alternatively, please tel: 0300 5008080 (8am – 8pm Monday – Friday, 8am – 12 noon Saturday). Minicom available during office hours tel: (01623) 434993.

Schools

School Office Administrator

Grade 4: £17,802 - £20,198 p.a. (pro rata for part-time)

26.5 hours term time only (Monday and Friday mornings 8.30 – 12 noon and all day Tuesday, Wednesday and Thursday 8.30 – 4pm with an hour for lunch).

Location: Lowdham C of E Primary School, Main Street, Lowdham, Notts. NG14 7BE

For January 2013 we require:

- A highly motivated individual to undertake the administrative, financial and organisational processes within the school.
- Someone with excellent communication and interpersonal skills, who can prioritise workloads to meet deadlines and respond to the pressured work environment.
- A competent postholder with a full range of IT skills. You should have good written, communication and numeracy skills. A sound working knowledge of current Microsoft Office software, sims.net, FMS; competent typing skills are essential.
- Someone who is flexible with a good sense of humour to deal with children, teachers and parents.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to the successful candidate undertaking an enhanced Criminal Record check via the Criminal Records Bureau.

For an informal discussion please contact Heather Rattenberry (Head Teacher) on 0115 9663358.

Information is available via email (head@lowdham.notts.sch.uk) or to download from our website: www.lowdhamprimaryschool.co.uk Applications should also be returned to the email address above or posted/delivered to Lowdham C of E Primary School, Main Street, Lowdham, Notts. NG14 7BE. Closing date : Wednesday 21 November (noon). Interviews will be held on 28 November.

Sports Facilities Attendant
24 hour per week
Grade 2 £13,589 - £15,444p.a. (pro-rata)
Location: Sutton Centre Community College, Sutton in Ashfield

We wish to appoint a part-time Sports Facilities Attendant as soon as possible, to join a team of staff who administer and operate the sports lettings facilities of the College. This includes refurbished areas for 5-a-side football, badminton, squash and other activities and external facilities at our 3G pitch. There is the potential to develop the role, along with the level of bookings and income. Relevant experience and qualifications in the leisure industry are essential and a First Aid qualification is desirable. Sutton Centre operates a "Safer Recruitment" policy to meet the needs of our students and staff and successful applicants will be required to complete a CRB form.

For an application form and further details, please contact Diane Adcock, College Administrator on: (01623) 405572 or e-mail: diane.adcock@suttoncentre.notts.sch.uk Closing date: Friday 16 November 2012.

Relief Sports Facilities Attendant
Hourly rate - £8.46 (Variable hours on a relief basis)
Location: Sutton Centre Community College, High Pavement, Sutton In Ashfield, Notts NG17 1EE.

We wish to appoint a bank of Relief Sports Facilities Attendants, to provide cover for the administration and operation of the evening sports lettings facilities of the College. This includes refurbished areas for 5-a-side football, badminton, squash and other activities and external facilities at our 3G pitch. Relevant experience and qualifications in the leisure industry are essential and a First Aid qualification is desirable.

Sutton Centre operates a "Safer Recruitment" policy to meet the needs of our students and staff and successful applicants will be required to complete a CRB form.

For an application form and further details, e-mail: diane.adcock@suttoncentre.notts.sch.uk Tel: 08458 405500. Fax: 01623 405544. Closing date: 19 November.

Part-Time Cook One
19 hours per week
£6.29 - £6.83 per hour (to be equated for term time only)
Location: Lyncroft Primary School, Lynncroft, Eastwood Nottingham NG19 3FZ

Governors are seeking to appoint an assistant cook to join the in-house catering team in this friendly and supportive school. Working 19 hours per week, we require an approachable, flexible team player, with some experience of a busy school kitchen, to work with the cook supervisor to

deliver a quality service to around 90 children a day. The job involves general food preparation, serving the pupils, washing up and cleaning duties. Appointment to this post is subject to an enhanced CRB check.

Application form and details of the post are available from the school on: (01773) 719463 or office@lynncroft.notts.sch.uk Closing date: Friday 23 November.

ENVIRONMENT & RESOURCES

Systems & Quality Manager

£28,636 - £32,800p.a.

Ref: ER/0639/AM

Location: Trent Bridge House, West Bridgford

Catering & Facilities Management are an integral service within Environment & Resources; employing approximately 3000 full and part time staff. We are responsible for schools catering, cleaning and landscape services across some 800 sites. We also provide employee catering in County Hall and Trent Bridge House, together with soft facilities management. We are looking for an experienced, enthusiastic and flexible Systems & Quality Manager to join our team. You are an individual well versed in working under pressure and meeting specific guidelines. You are equally comfortable in a specialist role and working as part of a larger and diverse team. Reporting to the Team Manager - Support Services, you will ensure that all quality management systems delivered by C&FM comply with both our internal procedures and externally recognised standards. Specifically you will undertake the role of Health & Safety Coordinator for the group; ensuring compliance to OHSAS, legal and property related policies; monitoring and managing all aspects of the C&FM health & safety performance against agreed targets - ensuring the achievement of appropriate standards. The remit will include the application of corporate policies and procedures and to lead on BS OHSAS 18001/ISO 9001 compliance. You will also support the Team Manager with all issues relating to Nominated Property Officer duties, with particular focus on Legionella awareness and Asbestos management within our portfolio of properties. Whilst predominantly based at Trent Bridge House, you will be required to spend some time at County Hall, Lawn View House and at any of our relevant properties. **Closing date: Wednesday 28 November.**

Cook Supervisor & Dinner Money Collector (30hrs)

Ref: ER/0642/AM

Location: St Wilfrid's Primary School, Calverton

Cook Supervisor

£8.15-£8.89 per hour (to be equated)

26.25 hours per week

Dinner Money Collector

£6.29-£6.83 per hour (to be equated)

3.75 hours per week

An exciting opportunity has arisen to work at St Wilfred's Primary School for the Bytes School Catering Service in this friendly school environment. As the cook supervisor you will be responsible for the smooth operation of the kitchen, maintenance of due diligence procedures and the associated bookwork required. We are looking for a motivated, flexible and friendly team player who is going to continue to encourage the pupils at this school to want to have a school meal and support the school catering service's desire to educate pupils to have a healthier lifestyle. Cooking around 100 meals a day with a mid morning break, a cashless payment system is in operation and the successful applicant is also responsible for this system. The post also includes handling of furniture. **Closing Date: 28 November.**

Application forms and job descriptions for the above posts are available on-line at www.nottinghamshire.gov.uk/jobs or from the Business Support Centre via e-mail: jobs@nottsc.gov.uk stating job title and reference number, your name, address and post code. Alternatively, please tel: 0300 5008080 (8am – 8pm Monday – Friday, 8am – 12 noon Saturday). Minicom available during office hours tel: (01623) 434993.

POLICY, PLANNING & CORPORATE SERVICES

Temporary Project Manager
(Temp fixed Term contract until 31 August 2013)
£35,430 - £39,855 (Pro rata for job share)
Ref: PP/0647/AM
Location: County Hall, West Bridgford

Temporary Programme Officer (2 posts)
(temporary fixed Term contract until 31 August 2013)
£28,636 - £32,800p.a. (Pro rata for job share)
Ref: PP/0648/AM
Location: County Hall, West Bridgford

We are looking for dynamic Project Manager and Programme Officers to support the delivery of key projects across the Council's Improvement Programme. You will be high-calibre, experienced individuals with extensive project management experience and demonstrable evidence of successful project delivery and support. You will have the ability to understand, manage and support change in a fast paced environment. You will also have excellent communication skills and the ability to build strong relationships across all levels of the organisation, challenge appropriately and secure buy-in. This will be coupled with the ability to plan, analyse, understand and interpret complex issues and encourage innovation, creativity and new ways of working. We are looking for enthusiastic, energetic and tenacious individuals with the ability and commitment to focus on the achievement of outcomes. This is a first class opportunity to join a leading local authority and play a key role in an extensive programme of transformational change. Appointment to this post is subject to an enhanced CRB check. **Closing date: 25 November. Interview dates: Temporary Project Manager: 5 & 10 December and Temporary Programme Officers: 7 & 11 December. Please e-mail completed application forms to: emma.peters@nottsc.gov.uk**

Temporary Project Manager
(temporary fixed term contract until 31 August 2013)
£35,430 - £39,855p.a. (pro-rata for job share)
Ref: PP/0645/AM
Location: County Hall

Temporary Programme Officer
(temporary fixed term contract until 31 August 2013)
£28,636 - £32,800p.a. (pro-rata for job share)
Ref: PP/0646/AM
Location: County Hall

We are looking for a dynamic project manager and programme officer to play a lead role in integrating change management activities into the Ways of Working Programme, which is part of the Council's Transformation Programme. You will be a high-calibre individual with extensive experience of supporting people through transitions and have demonstrable evidence of creating and implementing change management plans to drive faster adoption and utilisation of the changes within a complex environment. They will have exceptional communication, influencing and facilitation skills, with the ability to build strong relationships across all levels of the organisation.

You will be an experienced and organised individual with the ability to design, facilitate and coordinate change activities and events. They will also be able to analyse and interpret complex issues and produce detailed information to report on progress. Both post holders will be able to secure buy-in through the use of sound engagement principles and be able to analyse and interpret complex organisational issues. They will also be enthusiastic, energetic and tenacious with the ability and commitment to focus on the achievement of outcomes in a fast paced environment. This is a first class opportunity to join a leading local authority and play a key role in an extensive programme of transformational change. **Closing date: Sunday 25 November. Interviews: Temporary Project Manager 3 & 4 December; Temporary Programme Officer 6 & 7 December. Please e-mail completed application forms to: emma.peters@nottsc.gov.uk**

EXTERNAL VACANCIES

NORTH NOTTINGHAMSHIRE COLLEGE

Public Services

Assessor/Reviewer in Clinical Healthcare Support

Grade: £20,323 - £22,216 pro rata, per annum (Subject to JE)

Location: Worksop

Due to an increased demand for Diplomas (formerly NVQs) and Apprenticeships in the health sector, a 0.4 Assessor is required to assess candidates who are undertaking these qualifications in 'Clinical Healthcare Support'. Applicants should have experience of working within NHS settings and must be able to assess across a range of units, including some specialist clinical support areas. Applicants will also be required to carry out inductions and work based reviews, training will be available to support this. The role will also involve contributing to the delivery of the knowledge elements of the programme and tracking and recording candidate's performance. A current assessor award is essential for this post and a verifier's award would be an advantage.

The College provides excellent Continuous Professional Development opportunities including support to acquire professional qualifications. We also offer competitive conditions of service including eligibility to join the Local Government Pension Scheme.

Successful candidates will be required to demonstrate their commitment to the College Values: Serving our students and community, Professionalism, Respect for other people and teamwork, Caring, Honesty and integrity and a Positive "can-do" approach.

Disabled applicants who meet the essential criteria are guaranteed an interview.

We celebrate diversity and welcome applications from everyone regardless of age, gender, ethnicity, sexuality, faith or disability.

We are committed to safeguarding and promoting the welfare of children, vulnerable adults and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce.

Please apply for this vacancy via our website www.nnc.ac.uk/jobs. If you require any further information please contact Human Resources on 01909 504631 or email vacancies@nnc.ac.uk. Closing date: Thursday 15 November.

For more information regarding recruitment advertising, please contact

the Business Support Centre on (0115) 846 3527