

PRIVATE & CONFIDENTIAL

Shared Services Centre
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Matlock
Derbyshire
DE4 3RD

Email:
Telephone:
Extension:
Ask for:
Our ref:
Date:

Please find enclosed this week's edition of the Jobs@Derbyshire Vacancy Bulletin and the Internal Vacancy Bulletin.

Internal Vacancy Bulletin

Please be aware that restrictions may be applicable to some posts on the Internal Vacancy Bulletin. Internal vacancies are only available for application from employees of Derbyshire County Council, including temporary and relief employees and agency workers engaged by the Council. Any further restrictions on applying will be identified against individual vacancies.

If you are able to receive the vacancy bulletins by e-mail please contact us either by e-mail at advertising@derbyshire.gov.uk or by telephoning 01629 535118 – Option 1.

Yours sincerely



Emma Crapper
Director of Organisation Development & Policy



PUBLIC

jobs@derbyshire.gov.uk

Issue Dated: 23 August 2019

Find the latest vacancies and apply online at

jobs@derbyshire.gov.uk or request an application pack from

Call Derbyshire on **01629 533190** quoting the job reference number.

Administration/Clerical

Business Services Assistant

JOB/19/01541

Grade 6 £19,169 - £19,606 per annum • 37 hours per week • Cemetery Lane, Ripley

Full Time • Fixed Term - Due to funding until the end of January 2021 • Adult Care

Derbyshire County Council Welfare Rights Service is committed to maximising the benefits and rights of Derbyshire people. Based in the Adult Care Department we work with both Adult Care clients and the wider public to promote and support benefit take-up. We are about to commence an innovative project to identify older people who are missing out on claiming Pension Credit and other benefits, and support them to make their claims.

The role involves undertaking benefit checks and supporting with making claims over the telephone and face to face in clients' homes as appropriate. The team is involved in liaison and information gathering from external agencies and other parts of Adult Care.

We are looking for a client focused person with excellent communication skills and experience of dealing with members of the public and other professionals; and who either have a good knowledge of welfare benefits or are willing to gain this knowledge within a short period of time. Experience of working with Adult Care systems and processes will also be advantageous.

The team covers the whole county of Derbyshire and the role will involve travel around the county.

Closing Date 8 September 2019

Business Services Assistant

JOB/19/01980

Grade 4 £18,064 per annum • 37 hours per week • Royal Derby Hospital, Derby

Full Time • Fixed Term - Due to finite project for 12 months from start date • Adult Care

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in Royal Derby Hospital. Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems.

You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience. The ability to travel is essential to this post.

Closing Date 8 September 2019

Business Services Assistant (2 Posts)

JOB/19/02139

Grade 4, Post 1 £5,858.16 per annum, Post 2 £4,882.68 per annum • Post 1 - 12 hours per week, Post

2 - 10 hours per week • Morewood Centre, Alfreton Part Time • Permanent • Adult Care

Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems. You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks.

Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience.

The hours of work will be:

- Post 1 - 9.00am - 1.00pm Monday, Tuesday and Wednesday
- Post 2 9.00am - 2.00pm Thursday and Friday

Closing Date 1 September 2019

Business Services Assistant (6 Posts)**JOB/19/02432****Grade 5, £18,426 - £18,794 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Adult Care

Adult Care is seeking to recruit a number of Business Services Assistants to work in the Finance Section dealing with client financial assessments and payments to providers and clients in receipt of a Direct Payment.

Candidates must have strong numeracy and literacy skills and be able to bring financial and administrative skills to the post. Applicants must demonstrate effective communication skills as liaison with clients, their representatives and both internal and external agencies are required. The successful post holder must be skilled in the use of Microsoft packages and be comfortable working with IT systems. Candidates should have the ability to work effectively as part of a team; however, more important is the willingness to adopt a flexible approach to the work undertaken.

Due to this vacancy being connected to a finite project to support the implementation of the Care Act, this post has been temporarily regraded to Grade 5 until 30 June 2020. After this date the post will revert to the substantive salary Grade 4 £18,064 per annum.

If you would like to discuss the role please contact Graeme Wood on 01629 532413 or Rob Kenny on 01629 532102.

Provisional Interview Date: Week commencing 9 September 2019

Closing Date 1 September 2019

Architects/Engineers/Surveyors/Technical

Landscape Architect**JOB/19/01961****Grade 12 £25,306.44 - £27,565.20 per annum • 25 hours and 49 minutes per week • Chatsworth Hall, Matlock**

Part Time • Fixed Term - Covering for sick leave • Commissioning, Communities and Policy

We require an experienced Landscape Architect with knowledge of both public and school Landscape design to join our busy multi-disciplinary design team in based in Chatsworth Hall, Matlock Derbyshire.

You will be required to work in accordance with established departmental procedures alongside in-house multidisciplinary consultants, in the delivery of DCC capital projects and projects for external clients.

The successful candidate will be a chartered member of the Landscape Institute. The ability to travel is essential to this post.

You will be expert in the use of AutoCAD KeySpace. Familiarity with SketchUp will be advantageous.

Closing Date 8 September 2019

Grade 11 £32,032 - £35,187 per annum • 37 hours per week • Chatsworth Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

We require a Mechanical (building services/HVAC) Design Engineer to join our busy multi-disciplinary Design team in based in Chatsworth Hall, Matlock Derbyshire. The candidate will be expected to deliver high quality, customer focused building services design on schools and public buildings from initial conception, through to detailed design and delivery on site. Projects will range in value up to £5m.

Working in local government is a highly satisfying and rewarding experience in so many ways, and you will enjoy an excellent range of benefits at Derbyshire County Council.

We recognise that our workforce are our greatest asset and we are currently looking for inspired and proactive people who are committed to new ways of thinking and working.

As a Mechanical Design Engineer, you'll be working within a dynamic, challenging and stimulating environment, with the opportunity to apply your growing knowledge and expertise to a wide range of exciting projects. You will work alongside in-house multi-disciplinary operations team.

Duties will include:

- Providing expertise and design in mechanical services design concepts, incorporating the latest sustainable energy efficient technologies
- Specifying materials, equipment and plant in conjunction with designing heating systems, ventilation, hot and cold water services and renewable technologies
- Production of detailed design drawings using AutoCAD software
- Take part in multi-disciplinary projects working with architects and other engineering disciplines
- Carry out feasibility studies for internal and external clients on a variety of projects
- The ability to travel is essential to this post

If you would like further information about this post please contact Matthew Shirley on 01629 536226.

Closing Date 8 September 2019

Care/Social Work

Care Worker

JOB/19/00678

Grade 5 £9.55 - £9.74 per hour • As and when required • Florence Shipley Centre Home for Older People, Heanor

No Guaranteed Hours • Relief • Adult Care

Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising. Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are flexible based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata).

For informal enquiries please contact Unit Manager Paul Morris, telephone number 01629 531367.

Closing Date 8 September 2019

Senior Care Worker

JOB/19/00787

Grade 7 £10.47 - £11.41 per hour • As and when required • Florence Shipley Centre, Heanor

No Guaranteed Hours • Relief • Adult Care

We are looking to appoint four Relief Senior Care Workers to join our team here at Florence Shipley Community Care Centre.

The successful applicant will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs.

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be one of the senior persons on duty and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post. QCF Level 2 Health and Social Care essential.

We are looking to recruit an individual to work two shifts covering a mixture of early, and late shifts.

Informal enquiries please contact Unit Manager Paul Morris on 01629 531367.

Closing Date 8 September 2019

Care Worker (Community) (12 Posts)**JOB/19/01076****Grade 5 £7,967.40 - £8,126.52 per annum • 16 hours per week • Erewash Hub, Ilkeston**
Part Time • Permanent • Adult Care

Could you make a difference to the life of an older or disabled person?

We're looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives in Erewash.

As a care workers (community) you'll be ensuring people stay healthy, happy and well in their own homes by helping them with a variety of everyday tasks including assisting with medication.

You don't need previous experience as we'll give you all the training and support you need to do the job.

If you're looking for a rewarding job that offers flexible working hours, good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight bank holidays a year (pro-rata) and extra pay for unsocial hours, we'd like to hear from you. You'll need to travel around the area to take up this role.

Closing Date 8 September 2019

Care Worker**JOB/19/01244****Grade 5 £18,426 - £18,794 per annum pro rata • 22 hours and 45 minutes per week • Beechcroft Home for Older People, West Hallam**
Part Time • Permanent • Adult Care

We're recruiting Care Workers to help our residents lead dignified lives.

Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are flexible based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata), and extra pay for unsocial hours.

Provisional Interview Date: 26 September 2019

Closing Date 8 September 2019

Senior Care Worker**JOB/19/02122****Grade 7 £16,370.04 - £17,853.00 per annum • 30 hours per week • Lace Maker Court Home for Older People, Long Eaton**

Part Time • Permanent • Adult Care

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs.

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post.

We are looking to recruit an individual to work two shifts covering a mixture of early, and late shifts.

The job will include unsocial hours working including weekends and Bank Holidays.

Closing Date 1 September 2019**Senior Care Worker (4 x Posts)****JOB/19/02234****Grade 7 £10.46 - £11.41 per hour • As and when required • Thomas Fields Extra Care Home for Older People, Buxton**

No Guaranteed Hours • Relief • Adult Care

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers.

You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs. Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade.

Full training will be provided appropriate to the level of the post. We are looking to recruit an individual to work two shifts covering a mixture of early, and late shifts. The job will include unsocial hours working including weekends and Bank Holidays.

Closing Date 8 September 2019

Night Care Assistant**JOB/19/02299**

Grade 5 £11,951.16 - £12,189.84 per annum, in addition a market supplement of £3500 pro rata is also currently available • 24 hours per week • Solomon House, Buxton
Part Time • Permanent • Childrens Services

We are inviting applications from caring and creative people, who are highly motivated and enthusiastic. Would you like to work as part of a team that acts as good parents, and provides a warm and caring home for children and young people? Can you nurture the talents and interests of young people and support each young person to develop as a whole person?

You will be working in a small residential care home responsible for children with a small staff team who provide support and a child centred service to children / young people working in partnership with them, their families or carers and with colleagues from other settings.

You must be of good integrity and character. You must have the appropriate skills and experience that you will be expected to perform of working with and understanding the factors that lead children and young people into residential care, together with an understanding of the Children Act, the Quality Care Standards and Childrens Homes (England) Regulations 2015.

You must hold, or be already working towards or be willing to undertake and complete within 2 years of starting work in a children's home the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015 **or** have an equivalent qualification, (such as, The Level 3 Diploma for Residential Childcare or The NVQ 3 Caring for Children & Young People or The NVQ 3 in Health & Social Care) completing any work identified to meet the required level to consider as "an equivalent qualification" to the Level 3 Children & Young Peoples Workforce Diploma with Social Care Pathway (England) 2015.

This post requires regular weekend work and is mainly overnight working.

For an informal discussion contact James McGill on 01629 531563.

Provisional Interview Date: 16 September 2019

Closing Date 1 September 2019

Residential Social Care Worker**JOB/19/02339**

Grade 9 £19,983.48 - £21,439.44 • 29 hours and 30 minutes per week • Newhall Bungalow, Swadlincote
Part Time • Permanent • Adult Care

We have an opportunity for a suitably qualified and skilled person to join our staff team at The Bungalow. Our service provides Respite Care and Life Skill Programmes to adults with Learning Disabilities and or Autism. We are a 10 bedded unit in the heart of the community in Newhall, Swadlincote, South Derbyshire.

Suitable applicants will require to have gained NVQ/Diploma Level 3 in Adult Health and Social Care. You will be able to demonstrate good communication skills both written and verbal, and have experience of working with this client group.

The successful candidate will be able to work in partnership with internal and external agencies and professionals, additional to our clients and carers. The successful candidate will be expected to work alternate weekends and undertake sleep in duties as required for this post.

If you would like to gain more information regarding further detail of this post, please contact the Unit Manager, Linda Joyce on 01629 532495.

Provisional Interview Date: 17 September 2019

Closing Date 1 September 2019

Care Worker**JOB/19/02397****Grade 5 £12,489.12 - £12,738.60 per annum • 25 hours and 5 minutes per week • Beechcroft Home for Older****People, Ilkeston**

Part Time • Permanent • Adult Care

We're recruiting Care Workers to help our residents lead dignified lives.

Working as part of a valued care team you'll be ensuring our residents stay happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understanding the needs of older people, including those with dementia, is an important part of the work. If you think you can make a positive difference to an older or disabled person's life and would like a rewarding job with room for progression, we want to hear from you.

You don't need previous experience as we'll give you all the training and support that you will need to do the job. There'll also be ongoing support and mentoring from experienced staff.

Working hours are flexible based on a three-shift pattern and we offer good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight Bank Holidays a year (pro-rata) and extra pay for unsocial hours.

Closing Date 8 September 2019**Family Support Worker****JOB/19/02512****Grade 8 £13,760.04 - £14,871.12 per annum • 22 hours and 30 minutes per week • Erewash Hub, Ilkeston**

Part Time • Fixed Term - Covering for sick leave • Childrens Services

Derbyshire Youth Offending Service works with young people aged 10-17 on both court orders and out of court disposals. The post entails working with young people and their families to support them to reduce the likelihood of reoffending. The post involves a full holistic assessment undertaken with the young person and their family from which an intervention plan is created and agreed with them.

The successful candidate will have excellent relationship building skills along with experience of working with young people and their families. IT skills are essential along with a flexible approach to work. Good communication skills and the ability to work to deadlines are essential.

Closing Date 8 September 2019

Care Worker (2 Posts)**JOB/19/02552**

Grade 5 Post 1 £10,458.60 - £10,667.52 per annum, Post 2 £13,944.84 - £14,223.36 per annum • Post 1 - 21 hours per week, Post 2 - 28 hours per week • The Spinney Home for Older People Chesterfield Part Time • Permanent • Adult Care

We are currently recruiting Care Workers to join our valued team at The Spinney. You will join a team to ensure our residents are happy, healthy and well and are supported in all day to day tasks like washing and dressing, eating and drinking and socialising in activities.

Understanding of the needs of elderly people, including those with dementia is an important part of the role. If you think you can make a positive difference to an older person's life and would like a rewarding job with room for progression, we would like to hear from you.

Previous experience is not necessary as all training will be given. You will receive ongoing support and mentoring from established staff.

Working hours are flexible based over a three shift pattern and a four week rota. We offer good rates of pay, pension benefits, high quality training and other benefits including five weeks paid annual holiday, eight Bank Holidays (pro-rata) and enhanced payments for unsocial hours.

Closing Date 8 September 2019

Grade 9-11 £25,064 - £35,187 per annum • 37 hours per week • Staveley Area Office, Chesterfield
Full Time • Permanent • Adult Social Care and Health

We are looking to appoint an individual to the Specialist Placement Review (SPR) team. This exciting project has been running for 18 months and has now been agreed to become an established specialist team which will continue with the following tasks;

- Continuation of the review and reassessment of over 750 Specialist Residential/Nursing Placements both in and out of county.
- To be involved in the reviewing/reassessing of Supported Living/Extra Care Schemes throughout the county to ensure that levels of support are appropriate and promote progression and development.
- Where appropriate, reducing the level of support commissioned in Specialist Residential/Nursing Placements as a result of the reassessment of eligible needs as identified in the Care Act 2014 to reduce over reliance on formal support.
- Ensure timely applications for Continuing Health Care and provide support around DST reviews.
- Working with clients in Specialist Residential Placements to support them to move on to lesser restrictive placements e.g. Supported Living/Extra Care where appropriate and supporting clients to identify and achieve clear, progressive outcomes.
- To assess clients around the potential of commissioning of new individual Specialist Residential/Nursing and Supported Living Placements.

The successful applicant will have experience of working with adults to include experience of assessment and support planning. You will have a good understanding of the range of issues that can affect people using our services and of the importance of balancing risk with empowerment.

The SPR workers will be based with the Enhanced Support Team at Staveley Area Office, however, given the remit of the SPR team other options will be considered. Social Work Support/Professional Development will be provided via the Enhanced Support Team. The Contracting and Performance Service Manager will be responsible for the allocation and support around the specific work attached to the SPR. The SPR team will meet on a fortnightly basis to discuss progress and will provide support within this arena. The ability to travel is essential to this post.

If you would like to discuss this opportunity further please do not hesitate to contact James Gough through email james.gough@derbyshire.gov.uk

Closing Date 8 September 2019

Social Worker**JOB/19/02604****Grade 9 - 11, £25,064 - £35,187 per annum • 37 hours per week • Offices at High Street, Staveley**
Full Time • Permanent • Adult Social Care and Health

The Enhanced Support Team which is based in Staveley seeks a full time Social Worker to join our team. Working in partnership with health and other agencies across Derbyshire with adults with learning disabilities and/or autism our team offers an enhanced level of social work intervention to people whose complex presentation requires highly specialist assessment and care planning skills that support individuals to live satisfying lives in the community.

The ability to work with adults with learning disabilities and/or autism will be a key requirement of the post. Working within the national context of 'Building the Right Support', the post holder will require skills that enable individuals to move away from in-patient care to a model that is more responsive, timely and with the provision of high quality, person centred care and support in the community.

At times this can be a challenging role, however, it can also be hugely rewarding, providing opportunity to work within a dedicated and supportive team and to develop additional skills and experience in respect of working with people who are often marginalised as a consequence of their individual and specific support needs.

The successful candidate will have extensive experience of working in accordance with the principles of the Mental Capacity Act and Deprivation of Liberty Safeguards, a working knowledge of the interface with Mental Health Act would be an advantage.

This is an exciting opportunity to develop a specialism working with people with a learning disability and/or autism who display behaviour that challenges, to include self-injurious or aggressive behaviour and behaviour which can lead to contact with the criminal justice system.

If you would like more information about the team and the role please contact Chris Smyth, Caroline Croll or Martin Hammond-Hallam on 01629 537439.

Closing Date 8 September 2019

Night Care Assistant**JOB/19/02637****Grade 5 £18,426 - £18,794 per annum, In addition a market supplement of £3500 per annum, pro rata is also currently payable. • 18 hours and 30 minutes per week • 8A The Getaway Residential Centre, Ilkeston** Part Time • Permanent • Childrens Services

The Getaway is a purpose built home located in Kirk Hallam, Ilkeston delivering short breaks or shared care to disabled children and young people aged from 9 to 17 years old. This is an exciting opportunity to make a difference in the lives of young people with severe learning difficulties, autism, challenging behaviour and profound physical disabilities.

The successful candidate will work with a supportive management team, receive regular supervision, and be involved in helping to develop this service. Minimum age requirement is 21 years old, due to the ages of the young people.

We would welcome any applicant to visit pre interview or appointment to discuss this role and to visit The Getaway. The Managers are available to discuss the role and the responsibilities of the advertised post.

Provisional Interview Date: week commencing 30 September 2019.

Closing Date 8 September 2019

Social Worker**JOB/19/02664****Grade 9 - 11 £25,064 - £35,187 per annum • 37 hours per week • Clay Cross SS Office, Chesterfield**

Full Time • Fixed Term until the end of March 2020 • Adult Social Care and Health

The opportunity has arisen to appoint a Social Worker within the local authority's mental health services in order to cover for AMHP training.

The successful applicants will require good IT, recording and processing skills and demonstrate the necessary skills, knowledge and experience to safely manage a busy caseload.

You will complete assessments under the Care Act to identify care needs and help devise person centred support plans. You should be familiar with fair access to care services criteria and self-directed support which will include facilitating the use of personal budgets to meet identified need.

You will provide social work support and advice to service users and carers and apply the universal offer, and whenever possible draw on community resources. Fundamental to this post is the ability to assess and manage risk and work effectively under the Safeguarding Vulnerable Adults policy and procedures.

You will contribute regularly to the duty rota which includes decision making and liaison with regard to new referrals. You will also be expected to participate on the Approved Mental Health Practitioner duty rota if qualified.

You should have the capacity to adapt to ongoing service development and change and contribute to the success of new service models and ways of working.

Provisional Interview Date: 29 August 2019

Closing Date 8 September 2019

Social Worker**JOB/19/02667****Grade 9 - 11 £25,064 - £35,187 per annum • 37 hours per week • Cemetery Lane, Ripley**

Full Time • Fixed Term until the end of March 2020 • Adult Social Care and Health

The opportunity has arisen to appoint a Social Worker within the local authority's mental health services in order to cover for AMHP training.

The successful applicants will require good IT, recording and processing skills and demonstrate the necessary skills, knowledge and experience to safely manage a busy caseload.

You will complete assessments under the Care Act to identify care needs and help devise person centred support plans. You should be familiar with fair access to care services criteria and self-directed support which will include facilitating the use of personal budgets to meet identified need.

You will provide social work support and advice to service users and carers and apply the universal offer, and whenever possible draw on community resources. Fundamental to this post is the ability to assess and manage risk and work effectively under the Safeguarding Vulnerable Adults policy and procedures.

You will contribute regularly to the duty rota which includes decision making and liaison with regard to new referrals. You will also be expected to participate on the Approved Mental Health Practitioner duty rota if qualified.

You should have the capacity to adapt to ongoing service development and change and contribute to the success of new service models and ways of working.

Closing Date 8 September 2019

Care Worker (Community)**JOB/19/02674****Grade 5 £9.55 - 9.74 per hour • As and when required • Thomas Fields Extra Care, Buxton**

No Guaranteed Hours • Relief • Adult Social Care and Health

Could you make a difference to the life of an older or disabled person?

We're looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives for the people living in the new Extra Care Housing, Thomas Fields in Buxton.

As a Care Worker (Community) you'll be ensuring people stay healthy, happy and well in their own homes by helping them with a variety of everyday tasks including assisting with medication.

You don't need previous experience as we'll give you all the training and support you need to do the job.

If you're looking for a rewarding job working three shifts, good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight bank holidays a year (pro-rata) and extra pay for unsocial hours, we'd like to hear from you. You'll need to travel around the area to take up this role.

Closing Date 8 September 2019**Residential Childrens Worker****JOB/19/02718****Grade 9 £12.99 - £13.94 per hour • As and when required • Peak Lodge, Chinley**

No Guaranteed Hours • Relief • Childrens Services

Peak Lodge is a purpose built establishment in the grounds of Peak school, Chinley. Peak Lodge consists of 2 homes, The Willows which is short break shared care and children in care residential home and Hill View which is children in care residential home. Both homes work closely with Peak School. This is an exciting opportunity to make a difference in the lives of young people with severe learning difficulties, autism, challenging behaviour and profound physical disabilities.

The successful candidate will work with a supportive management team, receive regular supervision and be involved in helping to develop the service.

Minimum age requirement is 23 years old, due to the ages of the young people.

We would welcome any applicants to visit pre interview or request an appointment to discuss this role and to visit Peak Lodge. The Managers are available to discuss role and responsibilities of the advertised post.

This is a relief post successful candidates will be offered hours as required.

Closing Date 1 September 2019**Social Worker****JOB/19/02734****Grade 9-11 £25,064 - £35,187 per annum • 37 hours per week • South Derbyshire District Council,****Swadlincote Full Time • Permanent • Adult Social Care and Health**

The successful candidate will have experience of working in an adult Social work environment and be able to demonstrate an ability to work with a strengths based approach to achieve person centred outcomes with people requiring support and services in the community. You will need to have knowledge of the current legislation, policy and procedures that underpin all social work practice. The successful candidate will contribute to the team's responsibility to ensure safe and timely discharges from acute and community hospitals.

Provisional Interview Date: 25 September 2019

Closing Date 8 September 2019

Care Worker (Community) (2 Posts)**JOB/19/02743****Grade 5 £7,469.88 - £7,619.04 per annum • 15 hours per week • Amber Valley Area Office, Ripley**
Part Time • Permanent • Adult Social Care and Health

Could you make a difference to the life of an older or disabled person?

We're looking for people to join our valued care teams helping Derbyshire residents lead independent, dignified lives in the Amber Valley area.

As a care worker (community) you'll be ensuring people stay healthy, happy and well in their own homes by helping them with a variety of everyday tasks including assisting with medication.

You don't need previous experience as we'll give you all the training and support you need to do the job.

If you're looking for a rewarding job that offers flexible working hours, good rates of pay and a good pension, free uniform, high quality training and many other benefits including a minimum of five weeks holiday and eight bank holidays a year (pro-rata) and extra pay for unsocial hours, we'd like to hear from you. You'll need to travel around the area to take up this role.

Provisional Interview Date: 25 September 2019.

Closing Date 8 September 2019

Caretaking/Cleaning/Security

Caretaker**JOB/19/02103****Grade 4 £6,102.00 per annum • 12 hours and 30 minutes per week • Brailsford CE Controlled Primary, Ashbourne**
Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to undertake a variety of cleaning, security, janitorial and DIY duties. You will also be required to operate electrically powered rotary machines for which training will be provided.

Hours of work Monday to Friday, 4.00pm to 6.30pm.

Closing Date 1 September 2019

Caretaker**JOB/19/02425****Grade 4 £14,646.24 per annum • 30 hours per week • Redhill Primary School, Ockbrook**
Part Time • Permanent • Commissioning, Communities and Policy

The successful candidate will be required to undertake a variety of cleaning, security, janitorial and DIY duties. You will also be required to operate electrically powered rotary machines for which training will be provided.

The hours of work will be 7.00am to 10.00am and 4.00pm to 7.00pm Monday to Friday.

Closing Date 8 September 2019

Cleaner (2 Posts)**JOB/19/02622****Grade 2 £3,494.28 per annum • 8 hours and 45 minutes per week, 38 weeks per weeks • Norbriggs Primary School, Chesterfield**

Part Time • Permanent • Commissioning, Communities and Policy

The successful candidates will be required to, clean toilets, classrooms, corridors and offices, suction clean carpets, mop floors, damp dust areas and empty rubbish bins. You must have a flexible and reliable approach. Previous experience of cleaning would be an advantage but training will be provided.

Hours of work are 4.00pm - 5.45pm Monday to Friday.

Closing Date 1 September 2019**Catering****Catering Supervisor****JOB/19/00948****Grade 5 £13,326.24 - £13,592.40 per annum • 31 hours and 15 minutes per week, 39 weeks per year •****Belmont Primary School, Swadlincote**

Part Time • Permanent • Childrens Services

Working as part of the Derbyshire County Council catering team, the post holder will have the responsibility for managing all aspects of work in a busy kitchen producing approximately 250 plus meals per day. Duties will include all general kitchen duties, food preparation, cooking and service, ordering and bookwork and other various clerical duties all whilst managing a team of staff.

You will need to demonstrate an all-round catering experience and have good communication skills. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion and cost control.

To apply you will be ideally qualified to City & Guilds 706/1 level/NVQ Level II or have relevant experience, with a sound knowledge of Health and Safety and possess a Basic Food Hygiene Certificate. The candidate must have excellent communication and customer service skills.

Closing Date 1 September 2019**Catering Assistant****JOB/19/02672****Grade 2 £2,936.16 per annum • 7 hours and 30 minutes per week, 38 weeks per year • Clowne Junior****School Part Time • Permanent • Childrens Services**

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils, this post also includes furniture duties.

Provisional Interview Date: 24 September 2019

Closing Date 8 September 2019

Catering Supervisor**JOB/19/02676****Grade 5 £10,906.32 - £11,124.12 per annum • 26 hours and 15 minutes per week, 38 weeks per year •****Clowne Infant and Nursery School**

Part Time • Permanent • Childrens Services

Working as part of the catering team, the post-holder will have the responsibility for managing all aspects in our busy kitchens. This will include general kitchen duties, food preparation, service and bookwork for a number of meals per day, this may include exports.

You will need to demonstrate all-round catering experience and have good communication skills. Working to pre-planned menus, it is essential that potential candidates possess an awareness of portion and cost control.

To apply you will be ideally qualified to City & Guilds 706/1 level/NVQ Level II or have relevant experience, with a sound knowledge of Health & Safety and possess a Basic Food Hygiene Certificate.

The post holder will be required to cover various catering units in and around the Derbyshire area. The ability to travel is essential to this post.

Closing Date 8 September 2019**Catering Assistant****JOB/19/02755****Grade 2 £5,635.32 per annum • 13 hours and 45 minutes per week, 39 weeks per year • Bishop Lonsdale C of E Primary School, Derby**

Part Time • Permanent • Childrens Services

You will be working in a busy production kitchen assisting with the preparation, cooking and service of the lunch time meals to a number of pupils, this post also includes furniture duties.

Closing Date 8 September 2019

Childrens Social Care/Social Work

Social Worker**JOB/19/02686****Grade 9 - 11 £18,822.96 - £24,630.96 per annum • 29 hours and 54 minutes per week • Polygon Centre, Alfreton** Part Time • Permanent • Childrens Services

Caseloads are locality based so whilst Alfreton remains the team base, there is flexibility to work between your allocated area and the main office.

We work in a person centred way that compliments systemic practice and the stronger family's safer children agenda. Duties will include assessment of children with identified disabilities, child protection and court work, children in care and associated duties including close liaison with Health and Education colleagues.

You will be supported by an experienced management team who are committed to good support, advice, supervision and a nurturing team ethos. We are committed to capturing the child's voice and journey through a 'child centred' approach which incorporates the social model of disability, social inclusion principles and anti-oppressive practice.

If you would like to talk to someone informally about this post please ring and ask for one of our Team service managers on 01629 537600.

Grade 9 SCP 19 -11 £26,890 - £35,187 per annum. In addition we are offering a market supplement of between £2,000 - £4,000 per annum, pro rata (£4,000 for grade 9, £3,000 for grade 10 and £2,000 for grade 11). This market supplement is currently payable, effective from 1 July for 2 years.

Closing Date 8 September 2019

Residential Childrens Worker**JOB/19/02699****Grade 9 £12.99 - £13.94 per annum • As and when required • Linden House Family Centre, Swadlincote No Guaranteed Hours • Relief • Childrens Services**

A fantastic opportunity to join the team at Linden House Children's Home, providing therapeutically informed residential care for up to Five Derbyshire children, aged between 12 – 18 years.

Applicants must be able to work in partnership with parents and other professionals, and have the skills in communicating with children and young people in residential care, as well as working as part of a team. This will involve a combination of day, evening, night, weekend, and bank holiday working.

NVQ/Diploma Level 3 Health and Social Care (Children) qualification or equivalent is desirable, and candidates without the qualification must undertake this when in post, this is time limited and will involve monthly classroom based sessions and ongoing coursework up to the end of the award.

Linden House is situated in Swadlincote, however we are currently based in Ilkeston, whilst our home undergoes significant refurbishment and modernisation. Once complete we will return to Swadlincote. Therefore, the successful applicant should expect a change of work base in approximately eighteen months, subject to the completion of the building works.

Closing Date 8 September 2019

Education - Non Teaching/Support Services

Marketing Officer**JOB/19/02396****Grade 9 £25,064 - £26,890 per annum • 37 hours per week • Lea Green Centre, Matlock Full Time • Fixed Term - Due to funding for two years from start date • Childrens Services**

Derbyshire Sports, Outdoor and Residential Education Service (SORE) is recognised nationally for its high quality delivery and its innovative and commercial approach to developing and operating its services. SORE has a wide range of customers, from schools and families to business organisations and a wide range of community groups. Our programs and residential stays involve sports and outdoor activities, team building and management training through to weddings, birthday parties and large festival style community days. Transitioning to becoming a self-funded service, we balance the ability to deliver a range of educational and personal development programs with the need for a commercial approach and professional marketing.

We are looking for a qualified and exceptional marketing officer who will be responsible for developing and implementing a marketing plan for all of the SORE services, from our base at Lea Green Development Centre. In particular, there will be an emphasis on attracting young people and families to access our wide range of facilities and activities available.

The successful candidate will need to establish effective communication channels with public and private sector partners, as well as links with media outlets and other internal/external organisations. This role will need recent experience and skills in the professional use of social media and web based online content, as well as supporting promotional events and festival days.

Candidates must have recent professional marketing experience, as well as relevant qualifications, media and IT skills, an enthusiasm for working with young people and adults and be prepared to work evenings and weekends.

Closing Date 1 September 2019

Education - Youth & Adult Services

Adult Tutor

JOB/19/02623

FE JNC Lecturers Pay scale points 3 - 5 pending qualifications • As and when required • Hunloke Centre, Chesterfield

No Guaranteed Hours • Relief • Childrens Services

The Derbyshire Adult Community Education service is seeking to appoint suitably qualified and experienced work based tutors to work across the Derbyshire area. The delivery of the following apprenticeship standards are required; Catering, Health and Social Care, Childcare, Business Administration, Team Leader, Learning Mentor and Assessor Coach.

Applicants should be occupationally competent, have recognised subject and assessor qualifications and already hold an adult teaching qualification.

Closing Date 8 September 2019

Property Services

Technician (2 Posts)

JOB/19/02465

Grade 8 £22,628 - £24,455 per annum • 37 hours per week • Chatsworth Hall, Matlock

Full Time • Permanent • Commissioning, Communities and Policy

We are looking for a committed and flexible person who can work as a key member of the Asset Management team within Property Services of Derbyshire County Council. Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems. You will be required to work as part of a team undertaking a wide-range of duties. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post.

Closing Date 8 September 2019

Schools and Academies

Administration/Clerical

Academy Business Officer - HR

JOB/19/02776

Trust Grade 4 £19,554 - £20,751 per annum • 37 hours per week, 39 weeks per year (Term time plus 5 days)

• Granville Academy, Woodville

Full Time • Permanent

You will report to the Business Office Manager and support the Academy in the day to day operation of the HR function. This will include tasks such as including conducting new staff inductions, absence management and management of personnel records, conducting welfare meetings and general administration. You will also have the sole responsibility of maintaining the HRIS for the Academy, currently HCSS People.

You will be professional, able to maintain confidential information and have a can-do attitude. You will also have the ability to work accurately, with attention to detail and have strong communication skills.

Finally, you will be educated to GCSE level (C grade or equivalent). Any professional qualifications in HR, as well as experience within an educational setting and liaising with Unions will be a distinct advantage.

Please do not apply using the Derbyshire County Council website. Applicants should apply by completing the De Ferrers Trust Application Form and return directly to the Academy by 9.00 am on the closing date.

Provisional Interview Date: Week commencing 10 September 2019

Closing Date 6 September 2019

Academy Business Officer - Finance

JOB/19/02778

Trust Grade 4 £19,554 - £20,751 per annum, pro rata • 18 hours and 30 minutes per week, 39 weeks per year (Term time plus 5 days) • Granville Academy, Woodville

Part Time • Permanent

You will report to the Business Office Manager and support the Academy in the day to day operation of the Finance function. As the Academy Business Officer - Finance, you will be an integral part of the team, ensuring high standards of financial integrity within the academy is maintained at all times. You will manage the day-to-day financial processes, such as processing of purchase invoices, Preparation of invoices for payment, recovery of debts and administrative procedures required from the academy, ensuring compliance with the requirements of the Academies Financial Handbook.

You will be professional, able to maintain confidential information and have a can-do attitude. You will also have the ability to work accurately, with attention to detail and have strong communication skills.

Please do not apply using the Derbyshire County Council website. Applicants should apply by completing the De Ferrers Trust Application Form and return directly to the Academy by 9.00am on the closing date.

Provisional Interview Date: Week commencing 9 September 2019

Closing Date 6 September 2019

Education - Non Teaching/Support Services

Midday Supervisor

JOB/19/02410

Grade 3 £2,495.40 per annum • 6 hours and 15 minutes per week, 38 weeks per year • Clifton CofE Primary School, Ashbourne
Part Time • Relief

The Governors are seeking to appoint a Midday Supervisor to start as soon as possible. The successful candidate will be an enthusiastic team player, who is committed to promoting a positive ethos and willing to engage children in constructive play, games and activities. Staff will supervise children on the playground and in the dining hall, having high expectations of behaviour and ensuring their welfare and safety. A friendly and positive attitude is essential. Please see the attached job description and person specification for further details.

Visits to the school are welcomed: to arrange an appointment please telephone: 01335 342473.

Closing Date 1 September 2019

Teaching and Learning Assistant

JOB/19/02502

Grade 7 £10.47 - £11.41 per hour • As and when required • Alfreton Park Community Special School No Guaranteed Hours • Relief

Alfreton Park is a lively, successful Special School for pupils aged 2 to 19 years, with severe and profound learning difficulties. The school has a strong commitment to child safeguarding and promoting the welfare of pupils and expects all staff and volunteers to respect this commitment.

We require Relief Teaching and Learning Assistants to work across the school as and when required, to support teaching and learning. The successful applicant needs to be able to respond our pupils learning levels and support pupils in all areas including personal care and self-help skills. Applicants need to have a love of learning, enjoy a challenge and have the ability to develop strategies in problem solving. We require a person who has enthusiasm, energy and is able to contribute positively to the team working of the class and the whole school. The successful candidate must be prepared to work across the school.

Prospective candidates are invited to visit the school at 9.30am on 10th September 2019. Please contact the office to confirm attendance, on 01773 832019.

Provisional Interview Date: 20 September 2019

Closing Date 15 September 2019

Midday Supervisor

JOB/19/02565

Grade 4 £3,135.36 per annum • 7 hours and 30 minutes per week, 39 weeks per year • Alfreton Park Community Special School
Part Time • Permanent

Alfreton Park is a lively, successful day small Special School for pupils aged 2 to 19 years, with severe and profound learning difficulties. You need to have extremely high expectations to ensure children regardless of gender, ethnicity and religion achieve to the best of their ability.

The position involves helping pupils with eating, and personal hygiene, leading play activities and maintaining pupils' safety. We need flexible, enthusiastic, team players who can relate well to pupils with special needs to join our team. The ability to think creatively, inspire children and have an appreciation of a sense of humour is essential. Prior experience of special needs is desirable and experience of an educational setting is essential.

Provisional Interview Date: 20 September 2019

Closing Date 15 September 2019

Science Technician**JOB/19/02797****Grade 6 £10,219.56 - £10,452.48 per annum • 22 hours and 30 minutes per week, 40 weeks per year •****Highfields School, Matlock**

Part Time • Permanent

We are looking to appoint a confident, enthusiastic and resourceful science technician to join our high achieving department for the Autumn term. You will need to provide efficient and effective support in the preparation of materials, equipment and resources to support teaching and learning. Ideally you should have experience of working in a school/college and be able to work flexibly and alone, as well as part of a team.

You should be willing to contribute fully to the life of the school and be committed to safeguarding and promoting the welfare of children and young people.

Highfields is a vibrant, popular school and has a strong partnership with the community and local schools. It is a coeducational comprehensive school of almost 1200 students, including 200 at post 16. Our students are well-motivated and the school's academic results are good and improving.

Highfields is situated in Matlock, the county town of Derbyshire, on the south eastern edge of the Peak District. It is within easy reach of Sheffield, Derby and Nottingham.

Provisional Interview Date: 9 September 2019

Closing Date 4 September 2019**Student and Family Support Worker****JOB/19/02810****Grade 8 £17,020.20 - £18,394.44 per annum • 32 hours and 30 minutes per week, 39 weeks only • Highfields School, Matlock**

Part Time • Fixed Term - Due to finite funding - until the end of August 2022

We are looking to appoint an enthusiastic, self-motivated Student and Family Support Worker. This role will be biased towards the Primary Cluster Schools although there will be interaction with Secondary Students. The successful candidate will be an active part of the local school community, developing and delivering high quality work with children, students and their families to facilitate opportunities for their personal, social and educational development. Highfields want to ensure that vulnerable children and young people are identified and supported so they can aim to achieve stability, safety and permanence enabling them to thrive within their community and reach their full potential.

This post is initially for 3 years to start in September 2019. It is hoped that further funding will ensure the continuity of this role.

Highfields is a vibrant, popular school having a strong partnership with the community and local schools in the Derbyshire Dales area.

Closing Date 8 September 2019

Maintenance/Construction/Property Services

Maintenance/Premises Assistant

JOB/19/02780

NJC 5-6 £18,795 - £19,171 per annum • 37 hours per week • Heanor Gate Science College, A member of the Spencer Academies Trust

Full Time • Permanent

Heanor Gate Science College, situated on the Derbyshire / Nottinghamshire border is a 'good' school (Ofsted March 2017) with a strong commitment to ongoing professional development.

We are looking to appoint a Maintenance/Premises Assistant who will work with the site team on a daily basis to ensure the smooth running of the school premises and the safe operation of the site. The role will suit somebody who has a positive attitude, a flexible approach and is able to work under their own initiative. The successful candidate will have experience in basic maintenance skills, including carpentry, plumbing and general maintenance. They will also be willing to learn new skills.

Applicants would be expected to share the Trust's high aspirations and expectations for pupils and staff.

If you would like to discuss the role or have any queries, please contact Mr J Callaway by email J.Callaway@heanorgate.derbyshire.sch.uk or telephone 01773 716396.

Applications for this post must be submitted using our online application form which can be found at <http://www.satrust.com/vacancies>

Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and all posts are subject to enhanced DBS with children's barred list checks and completion of Level 2 safeguarding training.

Closing Date 27 August 2019

Partner Organisations

Bolsover District Council

Casual Catering / Refreshment Assistant

JOB/19/02745

£9.00 per hour • As and when required • The Arc, Clowne

No Guaranteed Hours • Casual

The above opportunity is now available at the Go Active Leisure Centre in Clowne. The successful candidate will undertake the day to preparation of hot and cold refreshments for customers and for meetings, monitor stock levels, maintain a high level of hygiene, cleanliness and presentation and undertake cleaning duties.

To be short-listed for interview candidates must possess the following:

- Basic knowledge of food and drink preparation
- Food Hygiene and Safety Certificate Level 2 or Basic Food Hygiene Certificate or equivalent (or willing to work towards within one month of commencing in post)
- Previous experience of dealing with customers, handling cash and basic refreshment preparation
- Basic literacy and numeracy skills
- Ability to deal with a wide range of customers in an often busy environment
- Ability to work as part of a team and with minimum supervision
- Ability to learn new skills relevant to the role

This post is subject to a Disclosure and Barring Service check at the Basic level.

For an informal discussion about this post please contact David Hall or Jamie Bend, Duty Managers on (01246) 242365, david.hall@bolsover.gov.uk or jamie.bend@bolsover.gov.uk

Closing Date 28 August 2019

Erewash Borough Council

Customer Services Advisor

JOB/19/02774

Grade D £19,945 - £22,462 per annum • 37 hours per week • Ilkeston Town Hall, Long Eaton Town Hall

Full Time • Permanent

We are looking for an experienced Customer Service Advisor to join our Customer Services Team. This is a varied role where you will be dealing directly with people both face to face and over the telephone

We are looking for an individual with excellent customer service skills and the ability to deal effectively with any customer complaints and complex queries in order to achieve excellent customer satisfaction.

You will need to be self-motivated with a first rate telephone manner, your high attention to detail will ensure the Council's customers receive exceptional services. You will also need to be an effective team player, in order to achieve excellent outcomes.

Experience of cash handling and reconciliation is desirable as the successful candidate will assist in the daily cash balancing activities.

Provisional Interview Date: Week commencing 16 September 2019.

Closing Date 2 September 2019

North East Derbyshire District Council

Environmental Health Officer (Housing and Pollution) with Line Management Responsibility JOB/19/02792
Grade 11 £31,371 - £33,799 per annum, pro rata • 18 hours and 30 minutes per week • Mill Lane, Wingerworth Part Time • Permanent

Based within the Housing and Pollution Team, you will have the responsibility for line managing and directing the Environmental Health Technical Officers to successfully deliver a range of housing and pollution outcomes for the Joint Service on a day-to-day basis.

This engaging and varied role within the Housing and Pollution Team as well as including line management duties also involves wide ranging responsibilities around private sector housing, HHSRS assessments, HMO licencing, domestic pollution complaints, public health matters such a drainage, destitute funerals, gypsies/travellers and filthy and verminous premises.

Ideally you will have recent experience of line management responsibilities, possess the necessary knowledge, skills and competencies to be able to investigate and resolve a wide range of service requests in relation to Housing and Pollution, including being able to demonstrate the preparation, drafting and service of enforcement notices, collection of evidence, initiation and implementation of legal proceedings and the provision of verbal and written advice/enforcement.

This post requires you to be appropriately qualified with a degree or diploma in Environmental Health and be registered with the Environmental Health Officer's Registration Board (EHRB Registration) or equivalent.

Operational experience in line management would be preferable and you must possess a full UK driving licence and use of a car.

Contact Details:

For an informal discussion about the post, please contact:

Gill Halliwell – Senior Environmental Health Officer on (01246) 217245 or gill.halliwell@ne-derbyshire.gov.uk

Jayne Hooton – Senior Environmental Health Officer on (01246) 217236 or jayne.hooton@ne-derbyshire.gov.uk

Closing Date 8 September 2019

Swimming Instructor JOB/19/02789
Grade 7 - £21,589 - £23,836 per annum, pro rata • 9 hours and 30 minutes per week • Dronfield Sport Centre Part Time • Permanent

Candidates will need to hold a current A.S.A. or STA Level 2 teaching certificate, be flexible, customer focused, and be prepared to work on your own initiative. A good knowledge of the STA International Learn to Swim Programme would be beneficial. It is essential all candidates are prepared to work unsocial hours including evenings and weekends and work at any of the Council's establishments, as required.

The successful candidate's will be subject to a Disclosure carried out by the DBS at the Enhanced Level. Section 7 (2) (b) of the Sex Discrimination Act 1975 applies to both posts.

For an informal discussion about the post, please contact:

Steve Birds, Swimming Development Officer on (01246) 217570 or stephen.birds@ne-derbyshire.gov.uk

The hours of work are currently Tuesday 12.15pm - 3.15pm, Wednesday 12.15pm - 3.15pm and Thursday 3.45pm - 7.15pm.

Closing Date 29 September 2019

Leisure Attendant**JOB/19/02790****Grade 5, £19,171 - £19,945 per annum, pro rata • 18 hours per week • Eckington Pool and Fitness Centre
Part Time • Permanent**

Candidates must be sports orientated, have a good understanding of a wide range of sports and activities and must hold the RLSS UK National Pool Lifeguard Award. A formal coaching qualification in ball/racket sports, together with some teaching or coaching experience would be an advantage.

The successful candidates will be subject to a Disclosure carried out by the DBS at the Enhanced Level.

For an informal discussion about the post, please contact:

Darren Ward, Lead Facility Officer on (01246) 217481 or darren.ward@ne-derbyshire.gov.uk.

Closing Date 8 September 2019

Internal Vacancy Bulletin

Week ending 23 August 2019

Internal vacancies are only available for applications from employees of Derbyshire County Council, including temporary and relief employees and agency workers engaged by the Council.

Employees specifically identified as at risk of redundancy have priority interview status, and employees on pay protection have guaranteed interview status, for vacancies at the same grade or below. ***When applying for jobs please note that it is your responsibility to ensure that this status clearly displayed on the front of the application form.*** Please ask your manager if you are unsure of your status.

School based employees who fall under the responsibility of the Governing body of an LA School are only able to apply for these posts if they are subject to notices of redundancy issued by the relevant school'

Further details can be found on our website:

www.derbyshire.gov.uk/working_for_us/leaving_us/redundancy/default.asp

and

www.derbyshire.gov.uk/working_for_us/pay_protection/default.asp

Administration/Clerical

Business Services Assistant (Internal)

JOB/19/02003

Grade 7 £20,190 - £22,019 per annum • 37 hours per week • Offices at School Lane, Chesterfield

Full Time • Fixed Term - Pending restructure until the end of January 2020 • Childrens Services

The School Admissions and Transport Team is a very busy team within Children's Services which performs the Authority's statutory duties of processing school admissions and home to school transport applications.

The successful applicant will be required to work with the Synergy Admissions IT System for which training will be provided on these core functions within the team. Applicants should already have a basic understanding of Microsoft Word and Excel and should be educated to at least a Grade C GCSE in both Mathematics and English.

The ability to work as part of a team and when required, to prioritise tasks and work as an individual is essential.

The Authority has an excellent record in ensuring the vast majority of parents receive their first school preference for intake admission, for an informal chat about the role please contact Carly Lunn on 01629 537476.

Closing Date 8 September 2019

Project Officer (Internal)

JOB/19/02324

Grade 9 £25,064 - 26,890 per annum • 37 hours per week • County Hall, Matlock

Full Time • Permanent • Adult Care

To act as a co-ordinator between Business Experts within Adult Care and translate requests from them into Mosaic processes and forms. An ability to communicate effectively and confidently with senior and operational staff within Adult Care and Health and other Departments to ensure their requirements can be met by functionality provided by the system.

To have effective communication skills when looking at Mosaic problem resolution with colleagues in IT Services and Children's Services.

An ability to "translate" technical information into language which is meaningful to staff at all levels of the department to ensure the Mosaic can meet their needs.

The ability to work to specific milestones and strict deadlines.

Knowledge of current processes used within Adult Care and Health as well as internal and external priorities relating to policies and budgets.

Experience and knowledge of IT systems used within Adult Care and also their integration with any other Corporate IT Systems such as SAP. Experience of using EDRM. The ability to write Java Script would be an advantage but a willingness to learn is essential.

Use of software applications such as MS Excel, Word and Visio.

Closing Date 1 September 2019

Business Services Assistant (Internal)**JOB/19/02588****Grade 4 £18,064 per annum • 18 hours and 30 minutes per week • Thomas Fields Community Care Centre, Buxton**

Part Time • Permanent • Adult Social Care and Health

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team.

Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems.

You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience.

Closing Date 1 September 2019**Business Services Assistant (Internal)****JOB/19/02599****Grade 4 £9,032.04 per annum • 18 hours and 30 minutes per week • Lady Cross House Home for Older People, Sandiacre**

Part Time • Permanent • Adult Social Care and Health

We are looking for a committed and flexible person who can work as a key member of the Business Services administration team based in Sandiacre at Ladycross House Care Home. Working in a busy office, the successful candidate will require appropriate information & technology (IT) skills, which includes using a variety of IT systems.

You will be required to work as part of a team undertaking a wide-range of duties from note taking, supporting social care functions, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent with significant experience. There is a requirement to undertake travel as part of this post.

This post requires you to work Monday - Friday afternoons.

Closing Date 1 September 2019

Business Services Assistant (Internal)**JOB/19/02628****Grade 4 £9,763.56 per annum • 20 hours per week • Linden House Children's Home, Swadlincote**
Part Time • Fixed Term - Due to funding until the end of March 2020 • Childrens Services

We are looking for a committed and flexible person who can provide administrative support to the residential team here at Linden House (currently based at Evergreen House). The successful candidate will require appropriate information and technology (IT) skills, which includes using Microsoft office based applications and SAP based programmes. You will be working as part of our team undertaking a wide-range of duties from note taking, supporting residential workers, processing financial information to general administrative tasks. Communication skills, ability to work to deadlines and an understanding of confidentiality is essential.

Candidates must be a minimum age of 21 years old.

Linden House is situated in Swadlincote, however we are currently based in Ilkeston, whilst our home undergoes significant refurbishment and modernisation. Once complete we will return to Swadlincote. Therefore, the successful applicant should expect a change of work base in approximately twelve to eighteen months, subject to the completion of the building works.

Provisional Interview Date: 6 September 2019

Closing Date 1 September 2019

Architects/Engineers/Surveyors/Technical

Inspections Assistant (Internal) (5 Posts)**JOB/19/02787****Grade 5 £18,426 - £18,794 per annum • 37 hours per week • Various**
Full Time • Permanent • Economy, Transport and Environment

Within the Network Planning Service we are looking for a number of committed and experienced people to join the Service. The successful applicants will be an integral part of a team that manages the safety of Derbyshire's highway network.

These posts will support technical staff delivering services that aim to deliver a safe and resilient highway network. These roles will enable you to assist a critical area of the service within the highways divisions and you will become a part of a team that is continuously striving to deliver a high quality services.

There are five full time permanent posts; based within the following depot locations:

- Ambergate
- Darley Dale
- Chapel-en-le-Frith
- Stonegravels
- Willington

For more details please contact James Biddlestone on ext. 36892.

Closing Date 1 September 2019

Care/Social Work

Early Help Practitioner (Youth) (4 Posts) (Internal)

JOB/19/02200

Grade 8 £22,628 - £24,455 per annum, pro rata • Various hours and locations

Part Time and Full Time hours available • Fixed Term - Due to funding until the end of August 2022 • Childrens Services

Derbyshire County Council is committed to providing Early Help services to the most vulnerable children to prevent risk of harm or breakdown in their family situation.

We are making some important changes to our Early Help services in order to concentrate on the children and young people who are in need of the most help, and on providing the type of support which evidence shows work most effectively for them.

The existing structures in place at DCC will be replaced by a new structure. The posts available are as follows:

- 1 Post 37 hours per week - Amber Valley Locality
- 1 Post 37 hours per week - Chesterfield Locality
- 1 Post 18 hours and 30 minutes per week, £11,313.96 - £12,227.52 per annum - Erewash Locality
- 1 Post 37 hours per week - High Peak Locality

Please can candidates specify which Locality they would be interested in applying for on their application form. Successful candidates will deliver high quality work with children, young people and their families that facilitates opportunities for their personal, social and educational development. Each of the roles will be responsible for contributing to the overall provision of an efficient and effective early help service within Derbyshire County Council and surrounding organisations.

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For more information on the roles and responsibilities of each position, please see the relevant Job and Person Profile, or for more information email CS.HRDeptConsultations@derbyshire.gov.uk.

Provisional Interview Date: During September 2019

Closing Date 2 September 2019

Grade 7 £20,190 - £22,019 per annum, pro rata • various hours and locations

Part Time and Full Time hours available • Fixed Term - Due to funding until the end of August 2022 • Childrens Services

Derbyshire County Council is committed to providing Early Help services to the most vulnerable children to prevent risk of harm or breakdown in their family situation.

We are making some important changes to our Early Help services in order to concentrate on the children and young people who are in need of the most help, and on providing the type of support which evidence shows work most effectively for them.

The existing structures in place at DCC will be replaced by a new structure. Posts available as follows:

- 1 Post 37 hours per week - High Peak Locality
- 1 Post 26 hours and 39 minutes per week, £14,542.92 - £15,860.28 per annum - NE & Bolsover Locality
- 1 Post 37 hours - South Derbyshire Locality
- 1 Post 22 hours and 12 minutes per week, £12,114.00 - £13,211.40 per annum- Amber Valley Locality

Please can candidates specify which locality they would be interested in applying for on their application form. Successful candidates will deliver high quality work with children, young people and their families that facilitates opportunities for their personal, social and educational development. Each of the roles will be responsible for contributing to the overall provision of an efficient and effective early help service within Derbyshire County Council and surrounding organisations.

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Provisional Interview Date: During September 2019.

Closing Date 2 September 2019

Grade 8 £22,628 - £24,455 per annum, pro rata • Various hours and locations

Part Time and Full Time hours available • Fixed Term - Due to funding until the end of August 2022 • Childrens Services

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The existing structures in place at DCC will be replaced by a new structure. The posts are as follows:

- 1 Post 37 hours per week and 1 Post 14 hours and 48 minutes per week, £9,051.24 - £9,782.04 per annum - Amber Valley Locality
- 1 Post 37 hours per week - Chesterfield Locality
- 1 Post 18 hours and 30 minutes per week, £11,313.96 - £12,227.52 per annum - Erewash Locality
- 3 Posts 37 hours per week - High Peak Locality

Please can candidates indicate which post they would like to apply for on their application form.

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Provisional Interview Date: During September 2019

Closing Date 2 September 2019

Grade 7 £20,190 - £22,019 per annum, pro rata • Various hours and**Part Time and Full Time hours available • Fixed Term - Due to funding until the end of August 2022 • Childrens Services**

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The existing structures in place at DCC will be replaced by a new structure. Posts available as follows:

- 1 Post 32 hours and 12 minutes per week, £17,571.36 - £19,163.16 per annum - High Peak
- 1 Post 18 hours and 30 minutes per week - South Derbyshire, £10,095.00 - £11,009.52 per annum

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Provisional Interview Date: During September 2019

Closing Date 2 September 2019

Early Help Advisor (Internal)**JOB/19/02862****Grade 8 £11,313.96 - £12,227.52 per annum • 18 hours 30 minutes per week • Erewash Locality**
Part Time • Fixed Term - Covering for maternity leave • Childrens Services

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Provisional Interview Date: During September 2019.

Closing Date 2 September 2019

Grade 5 £18,426 - £18,794 per annum, pro rata • Various hours and locations

Part Time and Full Time hours available • Permanent • Childrens Services

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The existing structures in place at DCC will be replaced by a new structure. The posts available are as follows:

- Post 37 hours per week, 1 Post 18 hours and 52 minutes per week, £9,397.32 - £9,585.00 per annum - Amber Valley Locality
- Posts 37 hours per week - Chesterfield Locality
- Posts 37 hours per week, 1 Post 29 hours and 36 minutes per week, £14,470.80 - £15,035.16 per annum - Erewash Locality
- 3 Posts 37 hours per week, 1 Post 11 hours and 50 minutes per week, £5,890.80 - £6,008.40 per annum, 1 Post 18 hours and 30 minutes per week, £9,213.00 - £9,396.96 per annum - High Peak Locality.
- 2 Posts 37 hours per week, 1 Post 18 hours and 8 minutes per week, £9,028.80 - £9,295.56 per annum - NE & Bolsover Locality
- 4 Posts 37 hours per week - South Derbyshire Locality

Please can candidate specify which Locality they would be interested in applying on their application forms.

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Provisional Interview Date: During September 2019

Closing Date 2 September 2019

Grade 8 £22,628 - £24,455 per annum, pro rata • Various • Various

Part Time and Full Time hours available • Permanent • Childrens Services

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The existing structures in place at DCC will be replaced by a new structure. Posts available are as follows:

- 1 Post 37 hours and 1 Post 18 hours and 30 minutes per week, £11,313.96 -£12,227.52 per annum - Amber Valley Locality
- 1 Post 18 hours and 30 minutes per week, £11,313.96 - £12,227.52 per annum - Chesterfield Locality
- 1 Post 18 hours and 30 minutes per week, £11,313.96 - £12,227.52 per annum - Erewash Locality
- 2 Posts 37 hours per week, 1 Post 18 hours and 30 minutes per week, £11,313.96 - £12,227.52 per annum - High Peak Locality
- 1 Post 18 hours and 30 minutes per week, £11,313.96 - £12,227.52 per annum - NE & Bolsover Locality
- 1 Post 37 hours per week and 1 Post 18 hours and 30 minutes per week - South Derbyshire Locality

Please can you specify which post you would be interested in applying for on your application form.

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Provisional Interview Date: During September 2019

Closing Date 2 September 2019

Early Help Practitioner (Family and Parenting) (3 Posts) (Internal)**JOB/19/02852****Grade 8 £22,628 - £24,455 per annum, pro rata • Various hours and locations**

Part Time and Full Time hours available • Permanent • Childrens Services

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Post 1 - 37 hours per week, £22,628 - £24,455 per annum Amber Valley Locality

Post 2 - 11 hours and 38 minutes per week, £7,112.04 - £7,686.24 per annum Erewash Locality

Post 3 - 16 hours and 39 minutes per week, £10,182.60 - £11,004.72 per annum North East Derbyshire and Bolsover Locality

If candidates can preference on their form which is their preferred post from the above.

Successful candidates will deliver high quality work with children, young people and their families that facilitates opportunities for their personal, social and educational development. Each of the roles will be responsible for contributing to the overall provision of an efficient and effective early help service within Derbyshire County Council and surrounding organisations.

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Provisional Interview Date: During September 2019.

Closing Date 2 September 2019

Early Help Team Manager (Internal)**JOB/19/02855****Grade 13 £40,664 - £44,148 per annum • 37 hours per week • North East Derbyshire & Bolsover**

Full Time • Fixed Term - Covering for secondment until the end of September 2022 • Childrens Services

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Provisional Interview Date: During September 2019.

Closing Date 2 September 2019

Early Help Senior Practitioner (Internal)**JOB/19/02850****Grade 11 £12,812.76 - £14,074.80 per annum • 14 hours 48 minutes per week • North East Derbyshire & Bolsover Locality**

Part Time • Permanent • Childrens Services

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Provisional Interview Date: During September 2019.

Closing Date 2 September 2019

Senior Care Worker (2 Posts) (Internal)**JOB/19/02700****Grade 7 £10.47 - £11.41 per hour • As and when required • The Spinney Home for Older People, Chesterfield No Guaranteed Hours • Relief • Adult Social Care and Health**

The successful applicants will work alongside care staff and provide leadership and mentoring support to them whilst delivering all aspects of personal care. You will be responsible for allocating day to day tasks within the care team, administering medication and personal service planning with an emphasis on person centred care, under the direction of the Unit and Deputy Unit Managers. You will be required to promote good practice and deliver high quality care and support to residents with a range of care and support needs.

Excellent communication skills both written and oral are required to promote teamwork and deliver quality handovers for each shift. You will be the senior person on duty for intervals during the working day and will be required to offer support and guidance appropriate to the grade. Full training will be provided appropriate to the level of the post.

We are looking to recruit an individual to work two shifts covering a mixture of early and late shifts.

Provisional Interview Date: 9 September 2019

Closing Date 1 September 2019

Business Services Assistant (Benefits Support Worker) (Internal)**JOB/19/02727****Grade 6 £15,542.28 - £15,896.52 per annum • 30 hours per week • Cemetery Lane, Ripley Part Time • Fixed Term - Due to funding until the end of December 2019 • Adult Social Care and Health**

Derbyshire County Council Welfare Rights Service is working in partnership with Macmillan Cancer Support to deliver excellent and timely benefits advice to those affected by cancer or facing terminal illness in the county.

Although the base for this post is in Ripley, the team covers the whole county of Derbyshire and the role will involve travel around the county.

Provisional Interview Date: 12 September 2019

Closing Date 1 September 2019

Day Service Worker (Internal)**JOB/19/02764****Grade 7 £20,190 - £22,019 per annum • 37 hours per week • No Limits, West Street Resource Centre, Chesterfield****Full Time • Fixed Term - Covering for maternity leave • Adult Social Care and Health**

This is an exciting opportunity to join the No Limits Service in Chesterfield supporting people with profound and multiple disabilities. This comes at a time when the "Community Lives" programme is well underway, aiming to give people with learning disabilities more opportunities, choice and control over their lives.

The successful candidate will be responsible for assisting in needs led activities that promote the development, choice and inclusion of adults with complex support needs. There is a significant requirement in terms of moving and handling within the duties of this post.

Must hold or be willing to gain Health and Social Care Level III (Adults) and Certificate in Working with People with Learning Disabilities.

Closing Date 1 September 2019

Early Help Development Officer (Internal)**JOB/19/02781****Grade 12 £36,266 - £39,503 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Due to funding until the end of August 2022 • Childrens Services

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Successful candidates will support the delivery of high quality work with children, young people and their families that facilitates opportunities for their personal, social and educational development. This role will have a specific focus on developing and sustaining services for young people aged 11-19 with partner agencies.

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Provisional Interview Date: 30 August 2019

Closing Date 28 August 2019

Childrens Social Care/Social Work

Community Care Worker (Internal)**JOB/19/02626****Grade 8 £9,784.32 - £10,574.40 per annum • 16 hours per week • North East Derbyshire Area Social Services Office, Clay Cross**

Part Time • Fixed Term - Covering for maternity leave • Childrens Services

Based in the Children and Families Team you will provide supervised contact for children who are unable to live with their parents and have responsibility for individual casework.

You will have knowledge of Child Protection, child development and parenting abilities and possess communication and assessment skills and an ability to work with other agencies. You will hold or actively seek to gain the NVQ Level 3 Health and Social Care (Children).

Closing Date 1 September 2019

Deputy Manager (Internal)**JOB/19/02650****Grade 10 £27,914 - £30,980 per annum • 37 hours per week • Peak Lodge - The Willows, Chinley, High Peak Full Time • Fixed Term - Covering for maternity leave • Childrens Services**

We are a purpose built setting, in the same grounds as Peak School. Peak Lodge consists of two homes, The Willows which is short break/shared care home and Hill View which is a children in care home. Both homes are currently graded Outstanding by Ofsted. Both homes work very closely with Peak School.

This is an exciting opportunity for you to make a difference in the lives of young people with severe learning difficulties – profound and physical disabilities, autism and challenging behaviour. Your role will be working within a supportive management team, a large staff team and have involvement in planning and implementing care for young people aged 8 – 18 years.

The successful candidate will be responsible for assisting in the management of operational activities, supervising staff, extra responsibilities in the managers' absence and managing resources. Supervisory and administrative skills are essential. Knowledge of the physical, emotional, development, social needs of young people and relevant legislation is required together with experience of working with young people and their families in a residential setting. Knowledge of working with young people with learning disabilities/autism is desirable but not essential. As a deputy you will work alongside the Manager and other Deputy to meet all the necessary requirements of Ofsted and Derbyshire County Council.

The home operates 24 hours a day, 365 days a year.

We highly recommend that all prospective applicants visit Peak Lodge prior to applying, for more information and to arrange an informal visit please call Alison Jones (Registered Manager) or Tina Gray (Deputy Manager) on 01629 533859 or 01629533861.

Closing Date 1 September 2019

Management

Service Director (Performance, Quality and Partnerships) (Internal)**JOB/19/02746****Grade 17 £78,487 - £86,337 per annum • 37 hours per week • County Hall, Matlock Full Time • Permanent • Childrens Services**

We are now seeking an exceptional candidate to join our senior management team to lead and continue to embed a learning culture to deliver continual improvement, high performance, and excellent practice.

You will have strategic leadership for:

- Performance improvement and quality requirements
- Child protection conferencing
- Local multi-agency safeguarding arrangements and audit processes
- The independent reviewing officer service
- Business services functions across Children's Services

You will strive to promote a culture that ensures services are maintained at the excellent level our families deserve. You will need to have exemplary leadership experience and skills, matched with the ability to develop productive and strategic working relationships in a political environment. An individual who is organised, determined and a strong completer finisher is critical to this role.

For a confidential and informal discussion about this exciting opportunity please contact Jane Parfremment, Executive Director on 01629 532000.

Closing Date 8 September 2019