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## Issue Dated: 21 August 2020

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## Administration/Clerical/Customer Service

### **Business Services Assistant**

**JOB/20/01806**

**Grade 4 £9,032.04 per annum • 18 hours 30 minutes per week • Holmlea Homes for Older People, Alfreton**  
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 Holmlea Homes for Older People. 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** 6 September 2020

### **Business Services Assistant**

**JOB/20/02021**

**Grade 5, £18,426 - £18,794 per annum • 37 hours per week • County Hall, Matlock**  
Full Time • Permanent • Economy, Transport and Environment

The Highways Hub oversees and controls all activity on the highway to support the aim of a Safe and Reliable Highway Network. It encompasses a range of functions that impact on the highway network including highway maintenance, traffic management, street works and permits, customer enquiries and insurance claims. We are looking for a Business Services Assistant to join the team who is highly motivated, flexible and with an appetite for providing excellent customer service to internal and external customers. They will be primarily responsible for the co-ordination of street works activities on the highway and supporting the DCC permit scheme but must be willing to learn new skills and work flexibly across a range of functions.

Provisional Interview Date: 9 September 2020

**Closing Date** 6 September 2020

### **Business Services Officer**

**JOB/20/02023**

**Grade 9 £25,064 - £26,890 per annum • 37 hours per week • County Hall, Matlock**  
Full Time • Permanent • Economy, Transport and Environment

The Highways Hub oversees and controls all activity on the highway network with the aim of keeping it safe and reliable for all users. It includes a range of functions that impact on the network including highway maintenance, traffic management, street works and permits, customer enquiries and insurance claims.

We are looking for a Business Services Officer to join the busy team who is highly motivated, flexible, with excellent management skills and an appetite for providing outstanding customer service.

Applicants will need to be able to use their initiative as they will be managing all Street Works processes, including the DCC permit scheme, which will include responding to customer enquiries, ensuring effective communication with both internal and external partners and co-ordination of roadworks across the County. To be effective in this role, you will need to be an excellent communicator, be able to multi-task and be well organised with excellent IT skills. An in-depth knowledge of the County of Derbyshire together with a good understanding of the policies relating to highway functions and associated responsibilities would be a distinct advantage.

Provisional Interview Date: 9 September 2020

**Closing Date** 30 August 2020

**Business Services Assistant****JOB/20/02053****Grade 6 £19,169 - £19,606 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Adult Social Care and Health

We are looking for a committed and flexible person to be part of the Business Services management team based in Matlock. The successful applicant will have significant supervisory experience and will be required to supervise a team of admin staff. The post holder will undertake a wide range of administrative duties such as minute taking, support to managers and processing financial information. Appropriate information & technology (IT) skills which includes using a range of different IT systems and bespoke packages, ability to work to deadlines and an understanding of confidentiality is essential to this post. Candidates should be qualified to vocational/NVQ or equivalent.

Provisional Interview Date: Week beginning 7 September 2020

**Closing Date** 6 September 2020**Business Service Assistant/Driver****JOB/20/01978****Grade 4, £9032.04 per annum • 18 hours and 30 minutes per week • County Hall, Matlock**

Part Time • Permanent • Commissioning, Communities and Policy Purpose of this role:

To sort, collect and deliver post to offices within County Hall and to support a broad range of Business Services activities including post room duties and van deliveries as requested.

Key relationships:

Line managed by a Business Centre Manager, you will be formally accountable to the Head of Shared Services.

You will be expected to provide a professional service to all departments within Derbyshire County Council

Key result areas include:

- To work flexibly within a broad range of functions and locations within Business Services and to provide support for a range of staff groups.
- It is essential for post holders to demonstrate an ability and commitment to undertake a comprehensive range of duties within the general level of responsibility of the post and to respond positively to alternative and improved methods of working.
- Effectively sort and deliver mail for County Hall. Also sort mail for area offices and frank their mail as it returns.
- Provide a reception service for both personal and telephone callers, including the answering of routine enquiries and operation of appropriate equipment. Undertake general clerical duties, for example, franking and packing.
- Follow ordering procedures to ensure adequate low value supplies/resources are available to meet office requirements Undertake driving duties when required.

**Closing Date** 6 September 2020

**Personal Assistant****JOB/20/02054****Grade 8 £22,628 - £24,455 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Covering for secondment 12 months from start date • Commissioning, Communities and Policy

We are looking for an efficient, experienced, motivated and highly competent Personal Assistant to provide secretarial and administrative support to the Director of Organisation Development and Policy in the Commissioning, Communities & Policy Department.

The post holder will need excellent communication and interpersonal skills so that they are able to communicate effectively with a range of people including professionals, external agencies, the public and staff at all levels within Derbyshire County Council.

For further information, please contact Michelle Archer, Business Manager, Commissioning, Communities and Policy Department email: [michelle.archer@derbyshire.gov.uk](mailto:michelle.archer@derbyshire.gov.uk)

Provisional Interview Date: Week commencing 7 September 2020

**Closing Date** 30 August 2020

## Architects/Engineers/Surveyors/Technical

**Clerk of Works****JOB/20/01893****Grade 9 £25,064.00 - £26,890.00 per annum • 37 hours per week • Chatsworth Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

We are looking to appoint a Clerk of Works to assist in the delivery of council procured construction projects, by ensuring site operations and construction works comply with relevant contract documents, County Council requirements and all current legislation.

Provisional Interview Date: 10 September 2020

**Closing Date** 6 September 2020

## Care/Social Work

**Social Worker****JOB/20/02058****Grade 9 - 11 £25,064 - £35,187 per annum • 37 hours per week • Erewash Hub, Ilkeston**

Full Time • Permanent • Adult Social Care and Health

A vacancy has arisen in the Erewash First Response Personalisation and Prevention Team for a suitably qualified and experienced Social Worker. The team is part of our generic service and works with people with a range of physical and learning disabilities and older people.

The team manages all new referrals into the area, working with clients on a short term basis. The aim of the service is work alongside therapists and care providers to support clients to maximise their independence. The work is fast paced and the team is very busy. We also manage Safeguarding situations so experience in this area is desirable. We work across the whole of the Erewash area and the team is currently based in Ilkeston.

Provisional Interview Date: 25 September 2020.

**Closing Date** 6 September 2020

**Social Worker****JOB/20/02022****Grade 9 - 11, £25,064 - £35,187 per annum • 37 hours per week • Amber Valley Area Office, Ripley**

Full Time • Fixed Term - Covering for maternity leave • Adult Social Care and Health

Prevention & Personalisation for Amber Valley (North) Fieldwork Team is seeking to recruit a suitably qualified and experienced Social Worker to join our busy team to cover maternity.

The successful candidate will be experienced in adult social work and able to demonstrate that they can work in a person centred way in accordance with current legislation and policies. Core tasks will include assessment, support planning and creative signposting. You will complete assessments under the Care Act to identify care needs and help devise person centred support plans. You will provide social work support and advice to clients 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 Adults policy and procedures. You will contribute regularly to the team duty rota.

Provisional Interview Date: 1 September 2020

**Closing Date** 30 August 2020**Care Worker****JOB/20/01048****Grade 5, £18,426 - £18,794 per annum, pro rata • 20 hours and 25 minutes per week • Beechcroft Home for Older People, Ilkeston**

Part Time • Permanent • Adult Social Care and Health

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 staff happy, healthy and well by helping them with everyday tasks such as washing and dressing, eating meals, taking medication and socialising.

Understand 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** 6 September 2020**Residential Childrens Worker****JOB/20/02025****Grade 9, £18833.04 - £20205.12 per annum • 27 hours and 48 minutes per week • Peak Lodge, Chinley**

Part Time • Permanent • Childrens Services

The successful applicant will be responsible for providing a child/young person centred service working in partnership with them, their families or carers and with colleagues from other settings. You will need experience of working with and understanding the factors that lead young people into residential care together with an understanding of the Children Act and National Care Standards are required. Must hold or be willing to gain NVQ III Health and Social Care (Children). Minimum age is 21 years old.

**Closing Date** 6 September 2020

**Senior Care Worker (2 Posts)****JOB/20/01442****Grade 7 £12,004.92 - £13,092.48 per annum • 22 hours per week • Florence Shipley Centre, Heanor**  
Part Time • Permanent • Adult Social Care and Health

We are looking to appoint Senior Care Workers to join our team here at Florence Shipley Community Care Centre. 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 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 individuals to work two shifts covering a mixture of early, and late shifts. The job will include unsocial hours working including weekends and Bank Holidays.

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

**Closing Date** 6 September 2020

**Social Worker****JOB/20/02061****Grade 9-11 £25,064 - £35,187 per annum • 37 hours per week • Adult Care Social Care Office, Glossop**  
Full Time • Permanent • Adult Social Care and Health

Derbyshire County Council invite applications from experienced, skilled, knowledgeable and passionate social workers able to demonstrate a robust understanding and commitment to securing positive outcomes for adults. The successful candidate will have experience of working in an adult social work environment, demonstrate an ability to adopt a strengths based approach, utilising current legislation and policies. Core tasks will include undertaking assessments under the Care Act, devising person centred support plans to maximise independence, providing advice to clients and carers, applying the universal offer, and whenever possible drawing on community resources. Fundamental to this post is the ability to assess and manage risk and work effectively under the Safeguarding Adults policy and procedures, alongside undertaking the duty function.

The successful candidate will need to be able to manage change and have the ability to maintain positive relationships with health partners and other agencies.

**Closing Date** 30 August 2020

**Care Worker****JOB/20/02065**

**Grade 5 £12,310.44 - £12,561.96 per annum • 24 hours and 43 minutes per week • Thomas College House, Home for Older People, Bolsover**  
Part Time • Permanent • Adult Social Care and Health

We are 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: 14 September 2020.

**Closing Date** 6 September 2020

**Care Worker****JOB/20/02066**

**Grade 5 £6,847.08 - £6,983.88 per annum • 13 hours and 45 minutes per week • Thomas College House, Home for Older People Bolsover**  
Part Time • Permanent • Adult Social Care and Health

We are 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: Week Commencing 14 September 2020.

**Closing Date** 6 September 2020

**Senior Care Worker (2 Posts)****JOB/20/02067****Grade 7 £16,735.44 - £18,251.52 per annum • 30 hours and 40 minutes per week • Thomas College House, Bolsover**

Part Time • Permanent • 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. The job will include unsocial hours working including weekends and Bank Holidays.

Provisional Interview Date: 14 September 2020

**Closing Date** 6 September 2020**Caretaking/Cleaning/Security****Domestic****JOB/20/01467****Grade 3 £2,392.68 per annum • 5 hours per week • Gernon Manor Staff House, Bakewell**

Part Time • Permanent • Adult Social Care and Health

Responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning. The job will include unsocial hours working including weekends and Bank Holidays.

**Closing Date** 6 September 2020**Domestic****JOB/20/02063****Grade 3 £7,179.60 per annum • 15 hours per week • Castle Court Home for Older People, Swadlincote**

Part Time • Permanent • Adult Social Care and Health

Responsible for contributing to the provision of a comfortable, safe and hygienic environment for residents and staff. Knowledge of health and safety is required. Must hold or be willing to gain NVQ I Cleaning.

**Closing Date** 6 September 2020**Catering****Catering Assistant****JOB/20/01468****Grade 2 £9.00 per hour • As and when required • Gernon Manor Staff House, Bakewell**

No Guaranteed Hours • Relief • Adult Social Care and Health

You will be working in a busy production kitchen preparing, cooking and serving meals to the service users.

**Closing Date** 6 September 2020



**Catering Supervisor****JOB/20/01491****Grade 5 £9.55 - £9.74 per hour • As and when required • Gernon Manor Staff House, Bakewell**

No Guaranteed Hours • Relief • Adult Social Care and Health

Working as part of the catering team to include general kitchen duties, food preparation, service and bookwork for a number of meals per day. The post holder will have the responsibility for managing all aspects of this busy kitchen. You will need to demonstrate good 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 food cost control, as well as giving priority to presentation and being customer focused.

To apply you will be ideally qualified to City & Guilds 706/1 level or NVQ Level II or have relevant experience, with a sound knowledge of Health & Safety requirements and possess a Basic Hygiene Certificate. The job will include unsocial hours working including weekends and Bank Holidays.

**Closing Date** 6 September 2020**Catering Assistant****JOB/20/01990****Grade 2 £8,036.16 per annum • 20 hours per week, 39 weeks per year • Langley Mill Acadmey, Langley Mill**

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 approx. 300 pupils, also including exports and furniture duties, and some clerical procedures. This post will be assisting the unit supervisor when required with all kitchen duties and covering this position when the supervisor is unavailable. (Training will be given)

**Closing Date** 6 September 2020**Catering Assistant****JOB/20/02037****Grade 2 £6,361.92 per annum • 16 hours 15 minutes per week, 38 weeks per year • St Josephs Catholic and CE Primary, Chesterfield**

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 for a number of pupils.

Provisional Interview Date: 15 September 2020

**Closing Date** 6 September 2020**Catering Assistant****JOB/20/02038****Grade 2 £4,404.96 per annum • 11 hours and 15 minutes per week, 38 weeks per year • Hollingwood Primary School, Chesterfield**

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 for a number of pupils.

Provisional Interview Date: 16 September 2020

**Closing Date** 6 September 2020

**Catering Assistant****JOB/20/02041****Grade 2 £3,915.24 per annum • 10 hours per week, 38 weeks per year • Killamarsh St Giles CE Primary 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 for a number of pupils.

Provisional Interview Date: 17 September 2020

**Closing Date** 6 September 2020**Catering Assistant****JOB/20/02057****Grade 2, £5,975.52 per annum • 12 hours per week • Goyt Valley House, High Peak**

Part Time • Permanent • Adult Social Care and Health

You will be working in a busy production kitchen preparing, cooking and serving meals to the service users.

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

**Closing Date** 6 September 2020

## Childrens Social Care/Social Work

**Practice Supervisor****JOB/20/02051****Grade 12 £17,886.36 - £19,482.84 per annum • 18 hours and 15 minutes per week • Victoria Street Family Support Centre, Glossop**

Part Time • Permanent • Childrens Services

This post is in a children and families team within Chatsworth Hall. It is essential that applicants have appropriate qualifications to undertake the role. Please refer to the Job and Person profile.

Our children's services are currently rated 'good' by Ofsted and we have excellent partnership working arrangements that help our social workers deliver good outcomes for children and their families. In this role you will provide practice supervision on all case work (group and one to one) and provide personal supervision to other Social Workers in the team. You will also be assisting the Team Manager in the efficient and effective delivery of Children's Services Social Work Service.

You will be required to demonstrate and champion systemic practice and embed Derbyshire's operating model into all Social Worker practice in order to improve outcomes for children, young people and families.

It is essential that you have experienced of creating rapport and building effective relationships with families, to enable flexible and thoughtful social work practice and affect positive change in the lives of children and families. We're proud of our social work practice and commitment to children and their families in Derbyshire, our excellent supervision, systemic practice, manageable caseloads, innovative working, training opportunities and high aspirations for the children we work with.

Provisional Interview Date: 4 September 2020

**Closing Date** 6 September 2020

**Foundation Years Practitioner****JOB/20/01941****Grade 8 £11,313.96 - £12,227.52 per annum • 18 hours and 30 minutes per week • Cotmanhay Children's Centre, Ilkeston.**

Part Time • Permanent • Childrens Services

The successful candidate will be required to work with children and families both in the home and group settings. The key focus of work will be centred on providing activities to support children's development and tracking their progress.

The successful candidate will undertake the delivery of ECAT and support the Ready for School agenda. The successful candidate must be able to communicate well and work closely with other partners across a wide range of settings. A clear knowledge and understanding of the EYFS and safeguarding is an essential part of the role. A knowledge of safeguarding children is essential. Individuals will need to be dynamic, creative and caring.

Provisional Interview Date: Week commencing 14 September 2020.

**Closing Date** 6 September 2020

## Finance

**Senior Accountancy Assistant****JOB/20/02026****Grade 8 £22,628 - £24,455 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Fixed Term - Covering for maternity leave to 30 June 2021 • Childrens Services

Children's Services Accountancy are looking for a Senior Accountancy Assistant to join the team based in County Hall (team currently working from home) to provide cover for maternity leave. Previous experience in a finance role is required and familiarity with SAP is an advantage. The work involves the provision of specialist financial support to the Children's Services Accountancy team.

You will need to be organised, willing to learn and be attentive to detail. The role provides an ideal opportunity for someone looking increase their knowledge of accounting and analysis techniques and gain more experience using the Authority's financial systems.

The Children's Services Accountancy team provides support to the Children's Services department and works alongside the traded School Finance Service with Local Authority schools. The team increasingly supports the traded services that work with both schools and academies within Derbyshire. The team works hard and has developed strong relationships with key budget holders that are working well whilst the team is temporarily located at home.

In addition to the maternity cover, a full-time permanent post for a Senior Accountancy Assistant is also being advertised.

Please note that the finance function across the Council is currently subject to a review.

Provisional Interview Date: Week commencing 7 September 2020

**Closing Date** 6 September 2020

**Senior Accountancy Assistant****JOB/20/02049****Grade 8 £22,628 - £24,455 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Childrens Services

Children's Services Accountancy are looking for a Senior Accountancy Assistant to join the team based in County Hall (team currently working from home) on a permanent basis. Previous experience in a finance role is required and familiarity with SAP is an advantage. The work involves the provision of specialist financial support to the Children's Services Accountancy team.

You will need to be organised, willing to learn and be attentive to detail. The role provides an ideal opportunity for someone looking to continue or commence a formal qualification in Accounting such as AAT or CIPFA/other CCAB (dependent on approval to study).

The Children's Services Accountancy team provides support to the Children's Services department and works alongside the traded School Finance Service with Local Authority schools. The team increasingly supports the traded services that work with both schools and academies within Derbyshire. The team works hard and has developed strong relationships with key budget holders that are working well whilst the team is temporarily located at home.

In addition to this post, a fixed term contract for a Senior Accountancy Assistant is also being advertised to provide maternity cover.

Please note that the finance function across the Council is currently subject to a review.

Provisional Interview Date: Week commencing 7 September 2020

**Closing Date** 6 September 2020

**Finance Assistant****JOB/20/02064****Grade 7 £20,190 - £22,019 per annum • 37 hours per week • Erewah Hub, Ilkeston and Home Working**

Full Time • Fixed Term - Due to short term peak in demand until 31 March 2021 • Adult Social Care and Health

The Derbyshire Discretionary Fund receives applications for assistance from Derbyshire residents who are financially in difficult circumstances and/or under exceptional pressure. The fund provides assistance according to set criteria, and the team also explore other local support that may be available to applicants.

We are seeking to recruit a member of staff to join the team who assess applications and make decisions. This is an opportunity to join a busy and friendly team responding to the needs of local people.

We are looking for a person who has excellent communication skills in dealing with the public and with professionals - both within the Council and from other agencies; is skilled and experienced in financial assessments; can manage and prioritise their workload; and can make independent decisions within a clear framework.

Provisional Interview Date: 18 September 2020.

**Closing Date** 6 September 2020

## IT/Telecoms

### Head of ICT Enterprise Architecture

JOB/20/01933

**Grade 15, £52,999 - £58,310 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Commissioning, Communities and Policy

The Head of Enterprise Architecture will provide an amazing career opportunity for the right candidate. This newly created role to help set out and direct the ICT strategy for Derbyshire County Council, and providing the opportunity to build the Enterprise Architecture Function within a large County Council.

The role will be a mix of strategy and collaboration covering people, process and technology, defining a road map, managing difficult design decisions and ensuring their consistency with overall business and commercial strategies. It will interface with a number of technical and non-technical roles across the business and cover short, mid-term and long term planning in a large complex and diverse technical environment so you'll need a solid grounding in reliable and secure IT systems working with a diverse range of stakeholders. This all adds up to a difficult but rewarding position and a chance to make a genuine difference.

**Closing Date** 30 August 2020

## Public Health

### Public Health Lead

JOB/20/02072

**Grade 14 £45,918 - £51,231 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Adult Social Care and Health

Derbyshire County Council Public Health department are wanting to recruit an experienced Environmental Health Officer/lead. To lead and support the delivery of the Public Health function of Derbyshire County Council, relating to the Covid-19 Test and Trace programme, ensuring that responsibilities are met and the effectiveness of all aspects the Department's performance – in particular with regard to those responsibilities specifically assigned to the post-holder.

Provisional Interview Date: 4 September 2020

**Closing Date** 30 August 2020

**Public Health Lead - Public Health Policy (3 Posts)****JOB/20/02048****Grade 14 £45,918 - £51,231 per annum • 37 hours per week • County Hall, Matlock**

Full Time • Permanent • Adult Social Care and Health

These are exciting opportunities to take on a senior role in the public health department of Derbyshire County Council, responsible for improving the health of the local population and reducing inequalities.

We are looking for highly motivated and enthusiastic public health professionals to fill 3 roles:

- Public Health Lead – Public Health Policy
- Public Health Lead – Long Term Conditions
- Public Health Lead – Supported Employment

We are looking for individuals with excellent communication skills who are able to lead the public health programmes detailed above. The successful candidates will have experience at working at a senior level and be able to demonstrate strategic leadership skills.

The post holders will be required to work across a complex public health, healthcare and social care system that will require them to work with a large number of organisations serving the people of Derbyshire. Applicants are strongly advised to use the criteria in the person profile as sub-headings in their application to make it clear how they meet each of the selection criteria. Please also see the job profile for competencies and general overview of the role.

If you would like to find out more about these roles, please contact any of the Assistant Directors of Public Health: Iain Little, Anne Hayes or Ellie Houlston ([iain.little@derbyshire.gov.uk](mailto:iain.little@derbyshire.gov.uk), [Anne.Hayes@derbyshire.gov.uk](mailto:Anne.Hayes@derbyshire.gov.uk), [Ellie.Houlston@Derbyshire.gov.uk](mailto:Ellie.Houlston@Derbyshire.gov.uk))

Please note that interviews for all posts will be held on the same day. Applicants should state on their application form whether they have a preference for a particular role.

Provisional Interview Date: 9 September 2020

**Closing Date** 30 August 2020

# Partner Organisations

## Derbyshire Fire and Rescue Service

**Administrator (2 Posts)**

**JOB/20/02081**

**£19,554 - £21,166 per annum (pro rata) • 18 hours and 30 minutes per week • Buxton Fire and Rescue Centre, Staden Lane, Buxton**

Part Time • Permanent and Fixed Term until April 2021

Working as part of the Protection Department providing support to the Protection, Prevention and Response Portfolios within DFRS. Dealing with all aspects of administration in a busy office environment you must have a confident, positive and flexible approach, be able to work as part of a team but also be self-motivated and use your own initiative. The environment is often dynamic and requires a high level of task management and task prioritisation. You must be able to deal with more than one task at a time and be comfortable with challenging work and variety.

All of our Administrator roles require the following essential skills and experience:

- Professional written and oral communication skills at all levels.
- Commitment to teamwork and team performance with excellent interpersonal and customer service skills.
- Coordination and facilitation of meetings and events including minute taking
- Good organisation skills with experience of setting up and working with effective administration processes and systems
- Excellent IT skills, especially in MS packages, databases and systems for managing information including collecting data, inputting and processing and analysing data.
- Excellent IT skills especially in MS packages, databases and systems for typing formatting and proofing documents.

The role will be based at our North Area Office, in Buxton with flexibility across service wide administration for personal development and to support business continuity, for which a pool car will be provided.

The normal working week is 18.5 hours for each role, however you may occasionally need to work beyond normal office hours. In return we offer flexible working hours, family friendly policies, childcare vouchers, free car parking and eligibility to join the Local Government Pension Scheme.

We are committed to equality and fairness at work. Applications are encouraged from all diverse communities. A basic disclosure from the Disclosure and Barring Service (DBS) will be requested for the successful applicant.

To apply please visit: [www.derbys-fire.gov.uk/jobs-and-careers/current-vacancies](http://www.derbys-fire.gov.uk/jobs-and-careers/current-vacancies)

The closing date for completed applications is midnight Sunday 6<sup>th</sup> September 2020.

Guidance on the Pension implications of undertaking a temporary role can be found on FireView.

If you have a disability and need assistance completing the application form, please contact the Service Centre on 01773 305441.

**Closing Date** 6 September 2020

# North East Derbyshire District Council

## Part-time Swimming Instructor

JOB/20/02073

**Salary/Grade: Grade 7 - £21,589 to 23,836 pro-rata • 16 hours and 30 minutes per week • Dronfield Sports Centre, Civic Centre**

Part Time • Permanent

Hours/Days: 16.5 hours per week:

Wednesday 3.45pm - 7.15pm, Thursday 3.45pm - 8.15pm, Friday 3.15pm - 7.15pm and Saturday 8.15am – 1.15pm

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.

Dependant on the successful recruitment to the post it may be necessary to appoint a second candidate to backfill posts at interview.

Contact Details:

For an informal discussion about the post, please contact:

Steve Birds, Swimming Development Officer on 01246 217570 or Mark Rocca, Lead Facility Officer at Dronfield Sports Centre on 01246 217284

Application Pack ;

If you are interested in this post, please visit the Jobs pages on the NEDDC website. <https://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

Applicants are advised to read the guidance notes prior to completing an application form

<https://www.nederbyshire.gov.uk/component/edocman/guidance-notes/viewdocument?Itemid=>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access, application packs are available from:

- Telephone: NEDDC Contact Centre on 01246 217640. • Email:

[humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

If you have not received any communication from us within 4 weeks of the closing date, assume you have been unsuccessful and we thank you for your application.

We welcome applications from all sections of the community.

Provisional Interview Date: To be confirmed

**Closing Date** 31 August 2020



**£31,371 to £33,799 per annum, pro rata Grade 11 • 37 hours per week • Mill Lane, Wingerworth, Chesterfield Full Time • Permanent**

We have an exciting opportunity for one Environmental Health Officer to join our Commercial Team. While we are seeking an experienced officer who can take on the varied role, we particularly welcome new graduates with some business regulation experience looking to become fully qualified, or full qualified officers in different fields looking for a new challenge. Working alongside experienced officers, we will support you to succeed.

You will play a pivotal public health role in a beautiful part of North Derbyshire, principally ensuring food businesses meet their hygiene obligations through inspection programmes, enforcement and sampling but also carrying out interventions and investigations in relation to communicable disease, health and safety at work, animal welfare, and private water supplies.

You will possess a relevant qualification in Environmental Health and will be registered with the Environmental Health Registration Board (or currently working towards registration) or be about to undertake the Chartered Practitioner Programme. You will have an understanding of food safety legislation and guidance and will be able to demonstrate your ability to meet or work towards the competency requirements of an Authorised Officer in accordance with framework requirements of the Food Law Code of Practice. A full driving licence and use of a car is also required.

In return we offer an excellent range of benefits: -

- Essential car user allowance;
- Professional Membership and Chartered Practitioner Programme fees paid
- Discounted leisure centre membership;
- Local Government Pension Scheme;
- Flexible working between the hours of 7.00am and 7.00pm;
- Continued professional development;
- Up to 34 days annual leave

Our location means that we also offer easy access to the Peak District and major cities of Derby, Manchester, Sheffield, Nottingham and Leicester, as well as encompassing new and emerging businesses on the M1 corridor.

#### Contact Details

For an informal discussion about the post, please contact Matt Finn, Environmental Health Manager on (01246) 217849 or [matt.finn@ne-derbyshire.gov.uk](mailto:matt.finn@ne-derbyshire.gov.uk)

#### Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC website

<http://www.nederbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/Please-read-the-Guidance-Notes-provided-before-completing-any-application> Please note that CV's will not be accepted.

Alternatively, if you do not have internet access, application packs are available from:

- The NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to Human Resources, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

**Closing Date** 31 January 2021

**Refuse Collector / Labourer (2 Posts)****JOB/20/02052****Grade 6 £19,945 - £21,589 per annum • 37 hours per week • Eckington Depot and various Council Establishments**

Full Time • Permanent

Two vacancies have arisen in the Council's Streetscene Team for a Refuse Collector/Loader within the Refuse and Cleansing section, working 37 hours per week.

The role involves working in the Council's Refuse and Cleansing service primarily undertaking the collection of waste from household and commercial properties.

Successful applicants should possess and demonstrate experience in:

- Knowledge and experience of undertaking the collection of waste from household and commercial properties.
- Experience in the operation of industrial refuse container, lifting equipment.
- Ability to sustain high levels of physical output over prolonged periods.
- Full clean Driving Licence with licence (Category B minimum).
- Knowledge and experience of driving light commercial vehicles.
- Experience of team working.
- Experience of working to pre-targeted work schedules and to tight deadlines.

The successful applicants will be required to operate primarily for depot facilities in Eckington and Doe Lea, but must be prepared to work at any operating facility as required.

**Contact Details**

For an informal discussion about the post, please contact Darren Mitchell, Joint Street Scene & Waste Services Manager on (01246) 217285 or [darren.mitchell@ne-derbyshire.gov.uk](mailto:darren.mitchell@ne-derbyshire.gov.uk).

**Application Pack**

If you are interested in this post, please visit the Jobs pages on the NEDDC website

<http://www.nederbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please read the Guidance Notes provided before completing any application

Please note that CV's will not be accepted.

Alternatively, if you do not have internet access, application packs are available from:

- The NEDDC Contact Centre on 01246 217640. • Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to Human Resources, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

If you have not received any communication from us within 4 weeks of the closing date, assume you have been unsuccessful and we thank you for your application.

We welcome applications from all sections of the community

**Closing Date** 23 August 2020

# Bosley St Marys CE Primary School, Macclesfield

**Headteacher**

**JOB/20/02082**

**L6 - L12 (£46,457 to £53,856) per annum • 1.00 FTE • Bosley St Marys CE Primary School, Macclesfield**  
Full Time • Permanent

The Governors of Bosley St Mary's CE Primary School are looking to appoint a motivated, successful leader and teacher with proven track record of teaching to an excellent standard to fill our position of Full Time Headteacher with teaching commitments.

Bosley St Mary's is a small, rural, church school close to Congleton, Macclesfield, and The Peak District. It offers a 160year history of providing quality education with a strong Christian ethos to all who are welcomed into the Bosley family, developing the whole child into confident, aspirational learners with a passion for community.

Our new Headteacher should be committed to: The safeguarding and welfare of children in his or her care; ensuring our Christian principles weave through everything that is taught; strategically building on the solid foundations that have been judged to be GOOD by Ofsted and OUTSTANDING by SIAMS; modelling and ensuring the highest professional educational standards are provided by our committed team of staff and keeping our school at the heart of the community and actively promoting its growth.

We would like our new Headteacher to: Encourage development and celebrate all successes; embrace their position within our hard-working team of staff and pupils, looking after the wellbeing of both; be a firm leader and great communicator, with a warm approachable nature and welcome all with a smile; love their job and flourish in our family and understand that, in the playground, we are easily distracted by tractors.

The post is required for the 1 January 2021. The school is a Group 1 school with 36 pupils on roll. The post is a permanent full-time post on L6 to L12 salary scale (£46,457 - £53,856), to be negotiated on appointment.

Application forms and further details can be obtained from and returned to: The School Governance Team, 5th Floor, Delamere House, Delamere Street, Crewe, CW1 2LL. Telephone: 0300 123 5036. E-mail: [schoolgovernance@cheshireeast.gov.uk](mailto:schoolgovernance@cheshireeast.gov.uk).

Candidates should complete the Cheshire East application form and return it so that it arrives no later than midday on Monday 21 September 2020.

You should provide a full statement in support of your application and this should not exceed two sides of A4 paper. Please do not restate the factual details already included elsewhere on the application form.

**Closing Date** 21 September 2020

# Schools and Academies

## **Special Educational Needs Teaching and Learning Assistant**

**JOB/20/02089**

**Grade 7 £14,484.48 - £15,796. 56 per annum • 31 hours per week, 39 weeks per annum • Chapel en le Frith CofE VC Primary**

Part Time • Fixed Term - Due to pupil numbers until end August 2021

The Governors are looking to appoint a flexible, hardworking, friendly and caring SEN Teaching and Learning Assistant to join our team.

Chapel-en-le-Frith C of E VC Primary School is a large primary school with a nursery. The school has enhanced resource status, providing a high quality inclusive provision for children with a range of special educational needs.

We are looking to increase our staffing levels in order to provide:

- High quality support for children with special educational needs, in particular children on the autistic spectrum, or those experiencing social and emotional difficulties.
- Previous experience of working in a school environment alongside pupils with Special Educational Needs and Disabilities (SEND) is essential.

We are a friendly school with flexible staff and great children with a highly committed, supportive and effective Governing Body.

The post will be reviewed prior to April 2021 and may become permanent.

Please do not apply using the Derbyshire County Council website.

Please download the Application Form attached to the vacancy on the website and forward direct to the School by Email to: [tracey.ward@cps.derbyshire.sch.uk](mailto:tracey.ward@cps.derbyshire.sch.uk) Please note: CV's will not be accepted.

Provisional Interview Date: 10 September 2020

**Closing Date** 6 September 2020