

## Staffing Vacancies at 30<sup>th</sup> September 2021

## Appendix 4

### Posts held pending review

Post Description	Shared Services	Notes
<b>Commercial and Property</b>		
Facilities Team Leader		Vacant since March 2021. The budget is funding temporary arrangement in the facilities and estates teams. A review of the services is planned.
Leisure Partnership Development Manager		Vacant since April 2021
Graphic Designer (0.51 FTE)		Vacant throughout 2020/21. The budget is funding temporary arrangements in the facilities and estates teams.
Engineering Technician		As above
<b>Communities</b>		
Sports Development Officer (0.86 FTE)		A review of staffing across Sports Development is currently taking place. There are various temporary arrangements in place using different allocation grant funding.
Project Co-ordinator (Sports Development)		
Wellbeing Development Officer		
<b>Customer and Digital</b>		
Gateway Team Leader	Y	A shared services review of the Gateway team is ongoing
Gateway Officer	Y	
Benefits Assessor	Y	A shared services review of the Revenues and Benefits team is ongoing
Visiting Officer	Y	
Revenues Assistant (1.3 FTE)	Y	
Revenues and Benefits Officer	Y	
Clerical Assistant	Y	
Technical Support Analyst	Y	A shared services review of IT is ongoing
Senior Network Support Analyst	Y	
LLPG Officer	Y	
Security Support Officer	Y	
Senior Assistant		

#### Notes:

FTE stands for Full Time Equivalent and is used for part-time posts to show a comparison against a full-time post.

## Posts where the post-holder has been seconded to a Covid-specific role

Post Description	Shared Services	Notes
<b>Communities</b>		Some of these posts may be filled temporarily until the post holder returns.
Senior Community Involvement Officer		
<b>Customer and Digital</b>		
Gateway Officer (3 FTE)	Y	
Neighbourhood Officer (0.5 FTE)		
Waste Monitoring Officer		
Arborist		

## Other Vacancies

Post Description	Shared Services	Notes
<b>Communities</b>		
Community Involvement Officer		Vacant since July 2021
Assistant Director of Housing & Property		Vacant through 2020/21. The budget is funding a shared Environmental Health Manager post and a new Communities Team Leader post.
Environmental Health Technician		Vacant since July 2021
Community Safety Officer		Vacant since September 2021
<b>Customer and Digital</b>		
ICT Team Leader	Y	Vacant since 23/09/21
Assistant Director of Neighbourhoods	Y	Vacant since May 2021
Team Operative		Vacant since 10/09/21
<b>Governance</b>		
Executive Officer	Y	Became vacant in July 2021
Audit & Risk Assistant	Y	Became vacant in October 2021
Executive Assistant	Y	Became vacant in September 2021
<b>Planning &amp; Development</b>		
Head of Licensing		Vacant throughout 2020/21
(Apprentice) Internal Applicant or Mature Apprentice		Will be recruited to in the next round of apprentices.
Apprentice (3 FTE)		These will be recruited to in the next round of apprentices
Business Development Officer		Vacant since April 2021. Will be recruited to once work on Covid business grants is complete.
Strategic Housing Officer		Vacant since May 2021
<b>Policy</b>		
Museum Curator	Y	Vacant since May 2020 but the budget has been used to fund a temporary resource.