

Staffing Vacancies at 31st January 2022

Appendix 4

Posts held pending review

Post Description	Shared Services	Notes
Commercial and Property		
Leisure Partnership Development Manager		Vacant since April 2021 and no immediate plans for recruitment.
Communities		
Assistant 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 0.4 FTE)		
Wellbeing Development Officer		
Customer and Digital		
Gateway Team Leader	Y	A shared services review of the Gateway team is nearing completion
Gateway Officer	Y	
Benefits Assessor (1.81 FTE)	Y	A shared services review of the Revenues and Benefits team is nearing completion
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 nearing completion
Senior Network Support Analyst	Y	
LLPG Officer	Y	
Security Support Officer	Y	
Senior Assistant	Y	

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
Communities		Some of these posts may be filled temporarily until the post holder returns.
Senior Community Involvement Officer		
Customer and Digital		
Gateway Officer (3 FTE)	Y	
Neighbourhood Officer (0.5 FTE)		
Waste Monitoring Officer		
Arborist		

Other Vacancies

Post Description	Shared Services	Notes
Communities		
Community Coach Gymnastics		Current post holder seconded - Post vacant till end of March 22
Project Co-ordinator (0.6 FTE)		Split post 0.6fte & 0.4FTE above - 1 FTE to be appointed – external funding to be secured.
Assistant Director of Housing & Property		Vacant through 2021/22. The budget is funding a shared Environmental Health Manager post and a new Communities Team Leader post.
Environmental Health Technician (0.6 FTE)		Vacant since July 2021
Community Safety Officer		Vacant since September 2021
Customer and Digital		
ICT Team Leader	Y	Vacant since 23/09/21
Assistant Director of Neighbourhoods	Y	Vacant since May 2021
Team Operative (2 FTE)		Vacant since 10/09/21
Governance		
Cleaner (0.68 FTE)		Vacant since 22/12/21 and looking to recruit next month.
Legal Executive	Y	Vacant since 23/01/22 and looking to recruit next financial year
Planning & Development		
Licensing Officer		Vacant since 31/12/21
Apprentice (4 FTE)		These will be recruited to in the next round of apprentices
Business Development Officer		Vacant since April 2021
Strategic Housing Officer		Vacant since May 2021
Policy		
Museum Curator	Y	Vacant since May 2020 but the budget has been used to fund a temporary resource.