|  |  |
| --- | --- |
| **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. |