|  |  |
| --- | --- |
| **Current Staffing Vacancies** | **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 |  |
| SR Leisure Partnership Manager |  | To be considered in context of South Ribble Leisure Limited Review |
| **Policy and Governance** |  |  |
| Shared Service Lead – Transformation and Partnerships |  | This post is remaining vacant for 2022/23. |

**Posts where the post-holder has been seconded:**

| **Post Description** | **Shared Services** | **Notes** |
| --- | --- | --- |
| **Communities** |  | Some of these posts may be filled temporarily until the post holder returns. |
| Senior Community Involvement Officer |  |
| Community Coach Gymnastics |  |
| **Customer and Digital** |  |
| Waste Management Officer |  |
| Neighbourhood Officer  (0.5 FTE) |  |

Notes:

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

**Other Vacancies**

| **Post Description** | **Shared Services** | **Notes** |
| --- | --- | --- |
| **Communities** |  |  |
| Project Co-ordinator (0.6 FTE) |  | Split post 0.6fte & 0.4FTE above - 1 FTE to be appointed – external funding to be secured. |
| Environmental Health Technician (0.6 FTE) |  | Vacant since July 2021 |
| Environmental Health Officer |  | New starter in progress |
| Community Development Officer |  | New starter in progress |
| Youth Engagement Officer |  | New Starter in progress |
| Housing Options Officer |  | New starter in progress |
| Housing Options Officer (temp) |  | Out to advert |
| Assistant Sports and Active Coach |  | New starter in progress – Grant Funded |
| **Customer and Digital** |  |  |
|  |  |  |
| **ICT** |  |  |
| Software Developer | Y | Out to advert |
| Business Systems Officer | Y | Out to advert |
| ICT Apprentice | Y | New starter in progress |
| Cyber Security Officer | Y | Recruitment in progress |
| Helpdesk manager | Y | New starter in progress |
| Software Manager | Y | New starter in progress |
| ICT Technician | Y | New starter in progress |
| Network Officer | Y | New starter in progress |
| Senior Network Officer | Y | New starter in progress |
| Software Developer | Y | Out to advert |
| **Neighbourhoods** |  |  |
| Team Operative (2 FTE) |  | Vacant since 10/09/21 |
| Arborist |  |  |
| Operations Supervisor |  | New starter |
| Administrative Officer |  |  |
| Apprentice mechanic |  | Vacant since 01.09.2021 |
| Waste Operatives x 2 |  | Internal advert |
| Waste Driver |  | Internal advert |
| **Customer Services** |  |  |
| **Revenues Team Leader** |  | Out to advert |
| Customer Services Officer (level 5) |  | Out to advert |
| Customer Services Officer Level 5 – (NNDR and Sundry Debtors) | Y | Out to advert |
| Customer Service Apprentice | Y | Out to advert |
| Customer Services Officer Level 5 | Y | New starter in progress |
| Customer Services Officer Level 3 | Y | New starter in progress |
| Customer Services Officer Level 6 x 2 | Y | New starter in progress |
|  |  |  |
| **Planning & Development** |  |  |
| Licensing Officer |  | Vacant since 31/12/21 |
| Apprentice (3 FTE) |  | These will be recruited to in the next round of apprentices |
| Strategic Housing Officer |  | Vacant since May 2021 |
| CIL and Section 106 Officer |  | New starter date to be confirmed |
| Senior Planning Officer |  | Vacant |
|  |  |  |
| **Policy & Governance** |  |  |
| Museum Curator | Y | Vacant since May 2020 but the budget has been used to fund a temporary resource. |
| Astley Hall Attendant | Y |  |
| Events Assistant | Y |  |
| Business Development Officer |  | Vacant since April 2021 |
| Democratic Services Assistant | Y |  |
| Senior Communications Officer | Y | Out to advert |
| Communications Officer | Y | Recruitment in progress |
| Communications Intern | Y | Out to advert |
| Trainee Auditor | Y | Out to advert |
|  |  |  |
| Legal Executive | Y | Vacant since 23/01/22 and looking to recruit next financial year |
| Corporate Admin Assistant | Y |  |
| Executive Assistant | Y |  |
| Mayor Secretary | Y | New starter date to be confirmed |
| UNISON Branch Officer | Y | New starter date to be confirmed |
| **Commercial Services** |  |  |
| Cleaner |  | Vacant since March 2022 |
| Facilities Officer |  | Out to advert |
| Graduate Engineer |  | Part of shared review |
| Estates Surveyor |  | Funding temp post |