



10th March 2010

These vacancies are open to other Job Seekers as well as existing employees of Bristol City Council unless otherwise stated.

Closing date: Wednesday 24th March 2010 unless otherwise stated.



At Bristol City Council, we value having a workforce as diverse as the city we serve. We therefore welcome, develop and promote people from all sections of the community.

Disability: Disabled job applicants, who meet all the essential criteria on the employee specification for each job applied for, are guaranteed an interview. Access requirements will be met at interview.

Specific access needs make it difficult for some disabled applicants to meet the closing date for a vacancy. In these cases, they may request an extension of the closing date.

If you are a disabled person and require an individual copy of this bulletin, it is available either on the Council website www.bristol.gov.uk/jobs or by contacting us on telephone number 0117 352 1400.

This bulletin is also available in large print or on computer disk.

Flexible Working: All vacancies are considered suitable for flexible working options under our Work Life Balance Policy unless the advertisement states otherwise.

To apply for vacancies in the following departments:

Children's, Young People and Services
City Development
Deputy Chief Executive
Health and Social Care
Neighbourhoods
Resources
Transformation

Please contact us on:

Telephone No: (0117) 352 1400
Fax No: (0117) 92 22705
Click on: www.bristol.gov.uk/jobs
Visit: The City Jobshop, 38 College Green, Bristol
Email: stshr.resourcing@bristol.gov.uk
EMPLOYMENT AGENCY/BANK RECRUITMENT
Telephone No: (0117) 92 23799 / 22878
Fax No: (0117) 92 23493
Click on: www.bristol.gov.uk/jobs
Visit: The City Jobshop, 38 College Green, Bristol
Email: employment.agency@bristol.gov.uk

The City Council Employment Agency

Placing people on a temporary basis exclusively within the City Council is what we do.

If you are a manager at Bristol City council who is looking for some extra Clerical, Word Processing or Secretarial support we can help. Better process, better value call us on our client line on 0117 922 2433.

If you would like to advertise a job vacancy please contact STS HR Resourcing on 0117 352 1400

BUSINESS TRANSFORMATION	5
Trainee Reprographics Operator	5
CHILDREN & YOUNG PEOPLE'S SERVICES	5
Independent Reviewing Officer	5
Independent Reviewing Officer	6
Early Years Support Worker	6
Early Years Practitioner	7
CITY DEVELOPMENT	7
Museum Development Administration Assistant.....	7
HEALTH & SOCIAL CARE	8
Driver / Day Service Worker Level 1	8
Senior Practitioner.....	8
Review Officers	9
NEIGHBOURHOODS	9
Environmental Health Officer/Surveyors	9
Housing Advisor x 2	10
Youth Justice Support Worker	10
REMINDER OF LAST WEEK'S VACANCIES	11
Please note Bristol City Council accepts no responsibility for the following adverts:.....	12
VISITOR SERVICES MANAGER	12

BUSINESS TRANSFORMATION

Trainee Reprographics Operator

BG4: £13,189 - £14,733

Full time, Permanent

Based at Bedminster

Ref: 21984

As part of our new Building Futures Programme, this is an exciting opportunity to join the Print Services team that is responsible for producing data, copying and digital printing for the city council.

There will be on the job training whilst undertaking a nationally recognised NVQ qualification in Digital Printing. You will have a dedicated mentor and a clearly mapped career path, whilst gaining experience in all areas of the business.

The successful candidate will be trained to NVQ level 3 in Digital Printing and gain experience of working in a print business environment.

As a trainee post, progression will be awarded according to relevant experience and achievement of qualification competencies.

Starting salary is BG4, (£13,189) progressing through BG5 (£15,039) to BG6/7 (£16,054 to £19,126) after two years, subject to completion of qualification and ongoing performance.

CHILDREN & YOUNG PEOPLE'S SERVICES

Independent Reviewing Officer

BG13: £35,430 - £38,042

Full time, permanent

Based at Knowle but job requires travelling

Ref: 21977

An exciting opportunity has arisen to join Bristol's team of Independent Reviewing Officers. You will be responsible for the organisation and conduct of children in care reviews, and monitoring the local authority's management of individual children's plans. You will need to be a highly motivated individual, with excellent interpersonal skills, to enable participation from children and their families and promote active challenge to achieve positive outcomes for children and young people in care.

As a service we value having a workforce that meets and represents the diversity needs of children in care. We would particularly welcome applications from individuals who have experience and skills in working with children with disabilities and complex needs, from Disabled people and individuals from Black and Minority Ethnic Communities.

For an Informal Discussion contact Nicola Hannaford on 0117 9031931

Independent Reviewing Officer

BG13: £35,430 - £38,042 pro rata

Part time, permanent

Based at Knowle but job requires travelling

Ref: 21978

An exciting opportunity has arisen to join Bristol's team of Independent Reviewing Officers. You will be responsible for the organisation and conduct of children in care reviews, and monitoring the local authority's management of individual children's plans. You will need to be a highly motivated individual, with excellent interpersonal skills, to enable participation from children and their families and promote active challenge to achieve positive outcomes for children and young people in care.

As a service we value having a workforce that meets and represents the diversity needs of children in care. We would particularly welcome applications from individuals who have experience and skills in working with children with disabilities and complex needs, from Disabled people and individuals from Black and Minority Ethnic Communities.

For an Informal Discussion contact Nicola Hannaford on 0117 9031931

Early Years Support Worker

BG3: £12,489 - £12,787 pro rata

Part time, fixed term for 1 year

Based in Sea Mills

Ref: 21991

Part time 16 hours per week

In the North of Bristol, Children's Centres have joined together to pilot working and have formed the Four Villages Children's Centre. We have sites in Lawrence Weston, Avonmouth, and Sea Mills.

Sea Mills site is registered to provide full day care for up to 36 children for 0-3 years old. Additionally we run wraparound services for children in Sea Mills Primary School. The centre is open all year round, between the hours of 8am – 6pm.

We are currently recruiting for the above vacancy. Based in two rooms, you will have an NVQ 2 or equivalent experience with a desire to work towards a NVQ 3. The applicant will be part of a team providing high quality care and education, keeping records on children's progress in the form of observations, photographs and learning stories. They will directly contribute towards planning activities around the children's interest and next steps in learning using the EYFS curriculum.

To discuss this vacancy contact Louise Hannan/Sue Russell on 0117 35 33520

Early Years Practitioner

BG8: £19,621 - £21,519

Full time, fixed term for 1 year

Based in Sea Mills

Ref: 21992

In the North of Bristol, Children's Centres have joined together to pilot working and have formed the Four Villages Children's Centre. We have sites in Lawrence Weston, Avonmouth, and Sea Mills.

Sea Mills site is registered to provide full day care for up to 36 children for 0-3 years old. Additionally we run wraparound services for children in Sea Mills Primary School. The centre is open all year round, between the hours of 8am – 6pm.

We are currently recruiting for the above vacancy. Based within the baby room (0-2 years), you will have an NVQ 3 and 2 years experience. The applicant will be part of a team providing high quality care and education, keeping records on children's progress in the form of observations, photographs and learning stories. They will directly contribute towards planning activities around the children's interest and next steps in learning using the EYFS curriculum.

To discuss this vacancy contact Louise Hannan/Sue Russell on 0117 35 33520

CITY DEVELOPMENT

Museum Development Administration Assistant

BG8: £19,621 - £21,519

Full time, fixed term to March 2011

Based in central Bristol

Ref: 21989

Can you help to raise the standards of museums in the South West?

Renaissance in the Regions is a national initiative of the Museums, Libraries and Archives Council (MLA) to increase participation by developing world class and sustainable museums in England.

Renaissance South West has an investment of £7.8m for 2009-11, including almost £400K for regional museum development.

This is a new position and the opportunity to make a real difference as part of a small, friendly team.

You will administer the South West Museum Development Fund grant programme and other regional funding initiatives, and support museums in the South West to achieve the Museum Accreditation Standard.

More than that, you will act as a principal point of contact for South West museums on small grant funding and other regional Renaissance initiatives, working with colleagues in the 5 partner museums across the South West, the MLA and key regional and national sector organisations, so the ability to build working relationships is essential.

It is vital that we demonstrate Renaissance's achievements and the value for money provided by the programme in the region. You will play an important part in financial and performance reporting to the MLA on the implementation of MDF funding.

We are looking for someone who is organised, with excellent attention to detail, financial acumen and experience of complex programmes and projects. You will be adept at administration, and at compiling – and interpreting - financial and performance information. You will be comfortable working with budgets and a variety of quantitative and qualitative data. A helpful and supportive manner will be essential, as this post will act as the principal point of contact for South West museums.

This role will be based in the Renaissance Hub office in Bristol, but will involve some regional and national travel.

For an informal discussion about the role, please contact Victoria Harding, Renaissance South West Programme and Projects Manager, on any weekday on 07827 979725.

HEALTH & SOCIAL CARE

Driver / Day Service Worker Level 1

BG6: £16,054 - £17,161 pro rata

Part time 18.5 hours, temporary for 12 months

Based at Horfield

Ref: 21985

We are looking for a friendly responsible driver to transport service users to and from the centre, in the local community and on day trips.

You'll help to develop and run activity, social, education programmes which promote dignity and independence.

You'll need a full valid driving licence and be prepared to take the councils minibus test.

Senior Practitioner

BG12: £31,754 - £34,549

Full time, fixed term for 1 year

Based at Whitchurch

Ref: 21986

An opportunity has arisen for a Duty senior practitioner to join the duty team based in South Bristol covering the City of Bristol. This will include working with all adults over 18 and considered vulnerable in a crisis situation.

Your work will include supervising the duty team and ensuring duty rotas are kept up to date, deputising in the Team Managers absence, contributing to the overall development of the team, chairing safeguarding adults meetings. In return you will have opportunities for training, developing your skills working in a friendly and supportive team.

We would welcome applicants who are able to work well under pressure, during an exciting period of great change with both national and local agendas.

Review Officers

BG10: £25,472 - £28,636

Full time, fixed term for 6 months

Based at Amelia Court

Ref: 21987

We are looking for skilled and experienced people to undertake reviews of a wide range of supporting people funded services. Skills in IT, contract compliance and service quality monitoring are essential. Experience of undertaking safeguarding work would be an advantage. The council will be developing strategic plans for future support services and the delivery of comprehensive high quality service reviews are an essential part of this planning work.

For further information please contact Jennifer Everitt 0117 352 5241

NEIGHBOURHOODS

Environmental Health Officer/Surveyors

BG9-11: £22,221 - £30,851

Full time, fixed term for 18 months

Based at Portland Square

Ref: 21981

What does Bristol offer you?

As well as being an attractive city with exciting nightlife and a vibrant and varied community Bristol has so much to offer people working in the private housing field:

- A wealth of city experience and staff training opportunity.
- A leading authority with a wide variety of private housing initiatives and partnerships.
- A high level of responsibility and involvement - officers are given the responsibility to use their skills and aptitudes to the full and are given every opportunity to contribute to policy and service development.
- A flexible working environment with modern, city-centre offices, work/life balance hours, flexi-time and comprehensively ICT-equipped home-working.
- Relocation package - depending on grade
- Pool Cars

What does Bristol want from you?

- Absolute commitment to the highest quality service to all customers.
- Enthusiasm for working with other team members and partnership organisations to achieve real results.
- Initiative, innovation and determination to improve services.
- We also have exciting opportunities for qualified EHOs. Successful EHO candidates will be appointed at a grade within the above salary range dependant on EHRB registration, experience and competence demonstrated at interview.

- Other Officers who are not EHRB registered but have five or more years experience of working in Environmental Health Housing and meet the necessary surveyor competencies may apply to become Environmental Health Surveyor (Higher).

To talk to someone about this post contact Dave Fontaine on 0117 353 3878, Luke Spanton on 0117 353 3868

Interviews are planned for the week beginning 19th of April 2010.

Housing Advisor x 2

BG10: £25,472 - £28,636

Full time, fixed term for 12 months

Based at St Pauls

Ref: 21983

The Housing Solutions Service provides a fully comprehensive housing advice service to a diverse client group, many of whom have very challenging support needs.

Recognised by Central Government as an authority that excels in preventing homelessness and rough sleeping, we now have an opportunity to extend the team.

We are looking for a housing adviser to work with drug using clients who are involved with the criminal justice system. This is a very challenging role and the successful candidate will need to demonstrate a commitment to providing customised housing options for a diverse client group.

You will also need to show that you have

- Experience of providing a frontline service to the public and knowledge of relevant legislation and how this impacts on service users.
- Excellent communication skills and the ability to assess needs and provide service users with appropriate options so that homelessness can be avoided.
- Good conciliation and mediation skills and be able to show how these skills can be utilised to achieve conflict resolution.
- The ability to work in a busy and pressurised environment.

For further information please contact Rob Risdale tel. 0117 914 1470

Youth Justice Support Worker

BG9: £22,221- £24,646 pro rata

Part time, fixed term to March 2011

Based in Kenham House

Ref: 21990

Job-share (18.5 hours per week)

This is a great opportunity to be at the heart of the arrangements across the city for the delivery of preventions work under 'Challenge and Support' initiatives with young people.

The post is job-share (18.5 hours per week) until 31/03/11 with the possibility of an extension dependant upon funding.

Reporting to the Early Intervention Senior Practitioner of the YOT, the postholder's primary tasks will be the delivery of assessments and interventions with young people aged between 8 and 17 years. The aim of the project is to work with young people to prevent and reduce the risk of them engaging in anti-social behaviour and offending. The job requires excellent people and networking skills and an understanding of the key elements of effective practice in engaging and working with young people involved in offending and anti social behaviour. The post will be located at Bristol YOT in St Pauls, and the postholder will be expected to work across the city as required. Some evening working may be required.

REMINDER OF LAST WEEK'S VACANCIES

PLEASE REFER TO OUR WEBSITE FOR FURTHER JOB DETAILS AND CLOSING DATES

BUSINESS TRANSFORMATION

Customer Insight Manager

BG13: £35,430 - £38,042

Full time, fixed term to February 2011

Based at Whitchurch

Ref: 21974

Building Services Apprentice

£95 per week training allowance

Full time, fixed term for 2 years

Based at the Council House

Ref: 21976

CHILDREN & YOUNG PEOPLES SERVICE

KS4 Learning Mentor

BG10: £25,472 - £28,636

Full time, temporary to cover maternity leave

Based at Stockwood

Ref: 21975

CITY DEVELOPMENT

Marine Services Supervisor / Harbour Master

BG12: £31,754 - £34,549

Full time, permanent

Based at Cumberland Road

Ref: 21979

NEIGHBOURHOODS

Trainee Benefit Operations Officer
BG3: £12,489 - £12,787
Full time, permanent
Based at Whitchurch
Ref: 21982

**Please note Bristol City Council accepts no
responsibility for the following adverts:**

VISITOR SERVICES MANAGER

Tourist Information Centre (TIC) in central Bristol

Up to £21,000 pa

(Full time position to cover maternity leave, up to 12 months)

This exciting opportunity is based at the new TIC, which opened in mid January 2010 adjacent to Watershed

Our current manager Visitor Services Manager (VSM) commences maternity leave at the end of May and we are looking to recruit her replacement to commence at the end of April.

The main objectives of the VSM are to work with the established team to develop and deliver visitor information services and to provide a consistently high quality, accurate and responsive service that exceeds customer expectations.

Additionally in the new TIC there is a great opportunity to sell a wide range of related quality merchandise to our ever-increasing number of visitors. Experience in retail would be beneficial.

A full job description and application form are available at
<http://visitbristol.co.uk/site/job-vacancies>

For more details please contact John Hirst, Operations Director, Destination Bristol

Email: john.hirst@destinationbristol.co.uk

Interviews will be held in the second half of March 2010