



1st February 2012

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

For closing dates please refer to the website: www.bristol.gov.uk/jobs



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.

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

Please contact us on:

Telephone No: (0117) 352 1400
Fax No: (0117) 92 22705
Click on: www.bristol.gov.uk/jobs
Email: stshr.resourcing@bristol.gov.uk
Click on: www.bristol.gov.uk/jobs

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CHILDREN & YOUNG PEOPLE'S SERVICES

Community Care Worker – INTERNAL

BG8: £19,621 - £21,519

Full time, fixed term to Dec 2012 to cover maternity leave

Based at Lawrence Weston

Ref: 23107

Please note this post is only open to employees of Bristol City Council.

If you are a permanent employee this post can only be taken as a secondment and if shortlisted you will be asked to bring your managers written approval for a secondment to interview. Permanent employees cannot resign their substantive post to take up a secondment or a Fixed Term Contract.

If you are currently on a Fixed Term Contract or a member of the in house employment agency (currently in a placement) this will be a Fixed Term Contract.

An opportunity has arisen to join the Community Care Team on a temporary basis.

As a Community Care Worker you will work directly with disabled children and their families both within the home and out in the community, supporting them to enable families to move forward in a positive and independent manner.

You will be an effective communicator and facilitator, working with both Children and their families, professionals and settings to gain trust and build relationships. You will have a 'can do' attitude, an ability to work creatively and to work in isolation and as part of a team.

Please note: this post is subject to Enhanced CRB clearance, and an ability to work weekends and evenings

Please contact Kellie Clifford for further information on (0117) 914 2244.

Marketing and Communications Officer – INTERNAL

BG10: £25,472 - £28,636 pro rata

Part time 18.5 hours, fixed term to March 2013

Based at the Council House

Ref: 23111

Please note this post is only open to employees of Bristol City Council.

If you are a permanent employee this post can only be taken as a secondment and if shortlisted you will be asked to bring your managers written approval for a secondment to interview. Permanent employees cannot resign their substantive post to take up a secondment or a Fixed Term Contract.

If you are currently on a Fixed Term Contract or a member of the in house employment agency (currently in a placement) this will be a Fixed Term Contract.

An opportunity for an experienced communications professional to work within a programme environment delivering effective communications and engagement activity to support the delivery of a substantial change portfolio.

The role requires a good level of experience in a relevant communications and marketing role and demonstrable understanding of the functioning of local government, including current challenges and issues. Demonstrable experience of delivering communications in a period of change and working with children, young people and/or families would be beneficial. Applicants should be highly motivated, have a good track record of delivery and able to demonstrate good influencing and diplomacy skills.

A role description is given with more information. If you require further information regarding the post please contact Nicola Waterworth, Service Manager CYPS Change Programme on 0117 922 4689

CORPORATE SERVICES

Mobile Response Officer (Days) – INTERNAL

BG7: £17,161 - £19,126 + 20% shift payment + appropriate enhancements

Full time, permanent

Based at Cumberland Basin

Ref: 23108

Please note this post is only open to employees of Bristol City Council.

Working a variety of shifts covering 7 days per week, 365 days per year, daytime officers cover various 8 hour shifts, on an eleven-week working pattern, between 06.00 - 00.01hrs, Monday-Sunday.

Mobile Response Officers must have previous experience in a similar role and be able to demonstrate the ability to deal with situations involving violent and aggressive behaviour (ie: intruder or eviction scenarios) as well as more 'personal care' type situations involving the elderly/disabled.

A good working knowledge of fire and intruder alarms, together with an understanding of health and safety issues in the workplace, is essential.

Successful applicants must hold a SIA Licence, possess a full driving licence and will have a good working knowledge of PACE and the ACPO policy. A willingness to undertake training to NVQ Level 2 in providing security services and to obtain a first aid at work certificate is expected.

Specific conditions of this post will include the requirement to submit a formal request for 'enhanced' disclosure from the Criminal Records Bureau and a willingness to work Bank Holidays on rota basis as directed.

Facilities Co-ordinator - INTERNAL

BG11: £28,636 - £30,851

Full time, fixed term to March 2013 to cover maternity leave

Based at the Council House

Ref: 23109

Please note this post is only open to employees of Bristol City Council.

If you are a permanent employee this post can only be taken as a secondment and if shortlisted you will be asked to bring your managers written approval for a secondment to interview. Permanent employees cannot resign their substantive post to take up a secondment or a Fixed Term Contract.

If you are currently on a Fixed Term Contract or a member of the in house employment agency (currently in a placement) this will be a Fixed Term Contract.

A vacancy has arisen within Facilities Management / Premises management team for the post of a Facilities Coordinator for a fixed term contract to cover maternity leave.

This post is part of a small team providing soft FM services to a large number of buildings within the council's portfolio, and is based in the Council House at College Green. This post assists in providing a safe working environment for staff and building users ensuring H&S compliance.

The types of duties carried out by the post holder will include, carrying out Fire risk assessments, undertaking Health and safety inspections and addressing any issues arising from these. Provision of fire orders for buildings, arranging and undertaking fire drills for these sites as required. Being a point of contact for staff to contact for repairs and maintenance issues.

Applicants should have previous experience of dealing with this type of work, have a Health and Safety qualification, and must have good communications skills in order to deal with a wide range of both people and issues.

Building Futures Administrator – INTERNAL

BG3: £12,489 - £12,787

Full time, permanent

Based at Brislington

Ref: 23116

Please note this post is only open to employees of Bristol City Council.

Fleet Services are looking for a Trainee Fleet Administrator who will gain an in-depth knowledge of Fleet and how we work. You will be expected to deal with customers either verbally, in writing or face to face. Knowledge of Fleetwave is desirable and good communication skills are essential.

You will be processing invoices, raising orders (where needed) and dealing with supplier questions. A keen eye for figures is a must as you will assist in the banking reconciliations weekly.

Key tasks are:

- Inputting data into Fleetwave system
- Bank reconciliations
- Collating statistical information
- Processing of orders/invoices via COPS
- Customer Handling Skills

DEPUTY CHIEF EXECUTIVE'S OFFICE

Connecting Bristol Manager

BG14: £38,961 - £41,616

Full time, fixed term to March 2013

Based at the Council House

Ref: 23112

Based within Bristol Futures, the postholder will manage a small team that is focussed on developing and delivering digital projects that achieve strategic 'smart city' goals.

Smarter energy use is a key theme within the team's work and the postholder will be personally responsible for delivering a major European project in this area. Experience of delivering complex projects with multiple European partners is essential.

For more information visit www.connectingbristol.org

NEIGHBOURHOODS

Sunday Supervisor – INTERNAL

BG9: £22,221- £24,646 pro rata + weekend enhancements

Part time 2.5 hours every other Sunday, permanent

Based at the Central Library

Ref: 23110

Please note this post is only open to employees of Bristol City Council.

Our Sunday Team has a vacancy for a Sunday Supervisor based at the Central Library on College Green. The hours are 12-5pm every other Sunday.

You must have:

- Minimum of 2 years library experience or a minimum of 1 years experience with an appropriate NVQ, ACLIP or equivalent qualification with a demonstrable success in achieving high quality customer care.
- Experience of supervision and training.
- Demonstrable enthusiasm for books and other media.
- Practical experience of the use of computers for internet, email and standard office applications.

A Criminal Records Bureau check is necessary for this post.

If you require further information about these posts please contact Chris Barrett on 0117 9037241 or email chris.barrett@bristol.gov.uk.

Sunday Library Assistants– INTERNAL

BG7: £17,161 - £19,126 pro rata

2 x Part time 4.5 hours, permanent

Based at the Central Library

Ref: 23113

**1 x Part time 2.25 hours every other Sunday,
fixed term to Jan 2013 to cover maternity leave**

Based at the Central Library

Ref: 23114

1 x Part time 3.5 hours every other Sunday, permanent

Based at the Bedminster Library

Ref: 23115

Please note these posts are only open to employees of Bristol City Council.

We are looking for keen and enthusiastic people, who enjoy working with the public and who have excellent communication and ICT skills, and a strong commitment to customer care.

You will:

- issue, return and renew library materials for the public
- help the public to use the library and its resources
- help people using the Internet and word processing facilities
- answer requests and enquiries from the public
- assist with story time and promotional activities
- carry out clerical duties accurately and methodically.

This post is subject to a Criminal Records Bureau enhanced disclosure check.

If you require further information about these posts, please contact Chris Barrett on Bristol 0117 903 7241 or email chris.barrett@bristol.gov.uk.

REMINDER OF LAST WEEK'S VACANCIES

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

CHILDREN & YOUNG PEOPLE'S SERVICES

Social Worker

BG10-11: £25,472 - £30,851

Full time, permanent

Based at Redfield

Ref: 23100

Relief Caretaker

BG6: £16,054 - £17,161

Full time, fixed term for 6 months

Based citywide

Ref: 23102

CORPORATE SERVICES

Festivals, Community Arts and Film Manager

BG13: £35,430 - £38,042

Full time, permanent

Based at the Council House

Ref: 23103

Electoral Services Manager

BG14: £38,961 - £41,616

Full time, permanent

Based at the Council House

Ref: 23105

HEALTH & SOCIAL CARE

Care Assistant x 2 – INTERNAL

BG4: £13,189 - £14,733

Full time, fixed term up to Jan 2013 to cover maternity leave

Based at Westbury-on-Trym

Ref: 23104

Please note this post is only open to employees of Bristol City Council.

Strategic Commissioning Manager x 2

BG16: £45,243 - £48,568

Full time, permanent

Based at Amelia Court

Ref: 23106

NEIGHBOURHOODS

Housing Advisor Prevention Of Homelessness - INTERNAL

BG10: £25,472 - £28,636

Full time, fixed term to Feb 2013 to cover maternity leave

Based at Amelia Court

Ref: 23069

Please note this post is only open to employees of Bristol City Council.

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



**SENIOR SUPPORT WORKER (FULL-TIME)
HEADWAY BRISTOL**

Headway Bristol (a registered Charity working across Bristol, South Glos, North and North East Somerset) are looking to recruit a Senior Support Worker. This new and exciting role will help with the continued expansion and development of our services.

The successful candidate will have a minimum of NVQ3 or equivalent qualification in care with at least 2 years experience in a senior support/management role in the care field. This is a hands-on role with day to day responsibility for ensuring the smooth and efficient provision of the day and outreach services. They will have excellent organisational skills, manage and co-ordinate resources including the staff and volunteers in order to implement activities with service users who have suffered a brain injury. Some personal care and manual handling is involved in accordance with individual care plans.

The post is subject to a CRB check. Salary: £18,000 pa. Hours: Monday – Friday 35 hrs per week. Closing date for applications: 4pm on Monday 20th February, interviews will be held on the 29th February and 1st March.

For further information / application pack contact Headway Centre on 0117 340 3771 or email info@headwaybristol.org.uk