



For more information or to apply online:

[cumbria.gov.uk/jobs](http://cumbria.gov.uk/jobs)

# Jobs Bulletin

8 February 2013

## INTERNAL APPLICANTS ONLY

### Senior Manager Policy Planning & Communities

Job Ref: CE159i

£50,660 - £52,966. *Maternity Cover/Temporary Assignment will be considered*

Location: CARLISLE usually based at the Courts

To provide maternity cover to lead the council's approach to policy analysis and development, and to support strategic planning.

Closing date: Thursday 28 February 2013. Interview date: Monday 18 March 2013.

### Fleet Operational Road Risk Manager

£35,430 – £36,313. 37 hours weekly.

Job Ref: SA208i

Location: Flexible County Wide

We are looking to recruit a full time Fleet Operational Road Risk Manager to manage the Council's fleet road risk & administration team, in our recently established Fleet Services team.

Where the post is based will be agreed with the candidate, but extensive travel throughout Cumbria will be required.

You will be an experienced manager with extensive previous experience and knowledge of road risk activities. Administrative and budgetary experience is required and preferably you will have had previous fleet management experience.

This is a new post in a new team, and you will be expected to lead and deliver the team's development.

Appointment to this post is subject to **Vetting** Checks.

Closing date: 15 February 2013. Interview date: 28 February 2013.

### Principal Trading Standards Officer (2 posts)

£31,754 - £34,549.

Job Ref: SA220i

(Starting salary £33,661 inc temp additional allowance).

Temporary until 31/07/2013/ Temporary Assignment will be considered.

Location: CARLISLE usually based Carlisle East Fire Station

We are looking to appoint two Principal Trading Standards Officers to investigate and enforce a wide range of legislation and provide technical advice to businesses

Appointment to this post maybe subject to **Vetting** Checks.

Closing date: 27 February 2013. Interview date: 11 March 2013.

For more information and to apply on-line for any of the posts please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote relevant reference number.

### Emergency Planning Officer (2 posts)

Post 1:

Job Ref: SA218i

Post 2: *Maternity cover*

Job Ref: SA219i

£31,754 - £34,549.

(Starting salary £33,661 inc temp additional allowance).

Location: PENRITH usually based Penrith Community Fire Station and Fire Service HQ

You will plan, prepare and deliver emergency plans, training courses and respond to Emergencies within Cumbria.

Please indicate on your application form which post you are applying for.

Closing date: 17 February 2013. Interview date: 21 February 2013.

### Social Worker Fostering

Carlisle (2 posts)

Job Ref: CH1272i

Workington (1 post)

Job Ref: CH1274i

£26,276 - £28,636.

(Starting salary £27,849 inc temp additional allowance).

We are looking to appoint individuals with a detailed knowledge of fostering practice, issues, procedures and policies within this busy and specialised area of work.

Appointment to this post is subject to **Enhanced vetting** checks.

Please indicate on your application form which location you are applying for.

Closing date: 18 February 2013. Interview date: 4 March 2013.

### GIS Technician

Job Ref: RE480i

£24,646 - £25,472. Temporary for 6 months

Location: CARLISLE usually based English Gate Plaza

To support the council in improving its services by maximizing the benefits of GIS through the improvement of geographic datasets to agreed standards.

Closing date: 22 February 2013. Interview date: 18 March 2013.

For more information and to apply on-line for any of the posts please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote relevant reference number.

If you have a CCC 'MyHR' login and password use these details to sign on through the 'Existing user login' tab on the 'Job Search' page.

If you have not used the CCC on-line application process before and do not have a CCC 'MyHR' login, the system will prompt you to use the 'New User Registration' option. If this is case and you are a CCC employee, contact (01228) 223477 once you have registered so we can link your 'Web Recruitment' record to your CCC employee record.

## IMPORTANT NOTICE

### JOBS BULLETIN - ADVERTISING CHARGES

All recruitment adverts that appear within the Jobs Bulletin that have not been placed by the client within other publications, ie local or national newspapers, magazines etc will be charged out at £50.00 ex VAT.

**INTERNAL APPLICANTS ONLY****Assistant Emergency Planning Officer (2 posts)**

Post 1: Job Ref: SA216i  
 Post 2: Maternity cover Job Ref: SA217i  
 £19,621 – £20,198.

Location: PENRITH usually based Penrith Community Fire Station and Fire Service HQ

You will undertake project work and administrative support tasks to provide assistance to the Emergency Planning Officers.

Please indicate on your application form which post you are applying for.

Closing date: 17 February 2013. Interview date: 21 February 2013.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote relevant reference number.

**VACANCIES OPEN TO ALL APPLICANTS****Supervisor**

Job Ref: CC840e

Salary: £26,276 - £28,636 pro rata.

(Starting salary £27,849 (pro rata) inc temp additional allowance).

The postholder will be required to work shifts and weekends.

Location: FLOOKBURGH usually based at Bridge House .

Can you lead and be part of a team. Can you motivate, and manage the performance of other to protect and safeguard the service users.

Appointment to this post is subject to Enhanced Vetting Checks.

**Asset Management Officer**

Job Ref: RE466e

Salary: £24,646 - £25,472.

Location: CARLISLE usually based at the Parkhouse Building.

To assist in the organisation and delivery of a property management service. To ensure the team's processes and procedures are suitably managed and support service delivery.

Closing date: 25 February 2013. Interview date: 12 March 2013.

**Social Care Workers Level 3**

Job Ref: SS1162e

Salary: £22,221 - £22,958 pro rata. Flexible (Monday to Friday).

Temporary for 2 years.

Location: CARLISLE usually based at 15-17 Portland Square.

Local Welfare Assistance Team, based in Carlisle, requires staff with experience of working with the public to operate the contact point for people in crisis.

For more information and to apply on-line please visit [www.cumbria.gov.uk/jobsandcareers](http://www.cumbria.gov.uk/jobsandcareers) or contact (01228) 223480. Please quote relevant reference number.



**Cumbria Tourism**  
 At the heart of our visitor economy

**Web Sales and Marketing Assistant – full-time**

Salary: c £17,000 + benefits

- Do you want to be part of a dynamic team dedicated to promoting one of the UK's leading visitor destinations?
- Do you enjoy meeting and exceeding targets?
- Are you in your element when you're developing new business?

As Web Sales and Marketing Assistant your responsibilities will include sales and revenue generation from online activity and administration support to the web team. You will work with Cumbria's tourism businesses to maximise the uptake of CT's e-marketing opportunities.

You will have a good knowledge of ICT and excellent communication, interpersonal and organisational skills. Ideally you will have design and/or sales experience.

Full application details can be viewed on [www.cumbriatourism.org/jobs](http://www.cumbriatourism.org/jobs)

Closing date for applications: 15th February 2013.

Interview date: 21st February 2013.

Creating Equal Opportunities For All



Working for Parish and Town Councils

**Parish Development Officer**

15 hours per week, based in Penrith  
 £ 27, 849 per annum, pro rata

We are seeking an energetic and committed individual, preferably with local government experience, to support and advise local councils. If you believe in strong local councils, and have the flexibility to work on both strategic and everyday issues, this could be the position for you.

Please email [office@calc.org.uk](mailto:office@calc.org.uk)  
 for an Application Pack

The closing date for applications is noon  
 on Monday 18<sup>th</sup> February 2013



## Dallam School, Milnthorpe, Cumbria

### Skilled Cook

#### Dallam Boarding House

A skilled Cook to join the small team at Dallam Boarding House Scale 1 Point 9a (£13,560.06 p.a. pro rata – incl. enhanced weekend pay) 21 hours per week from 11.15am – 6.30pm on a Friday and Sunday, and 8.00am – 3.15pm on a Saturday, term time only, plus inset days.

Closing date for applications Friday 15th February 2013.

Interviews week commencing 18th February 2013.

For further details and an application form please call Frances Koller on 015395 65165, email

[f.koller@dallam.eu](mailto:f.koller@dallam.eu) or

download from website [www.dallam.eu](http://www.dallam.eu)

**ICT Business Systems Officer REF: V53**

Based within the Information and Communication Technology Department,  
 Police Headquarters, Penrith

37 hours per week

Salary - £23,799 - £25,449 (Appointments will normally be based on the bottom point of the salary)

Reporting to the Business Systems Team Leader the successful candidate will provide support for effective delivery of policing services through the management, administration, development and exploitation of business systems to provide high quality, customer focused services. They will also identify and scope out areas of development, including system changes, data quality and process improvement to maximise potential efficiency savings and other benefits to Cumbria Constabulary.

If you are interested in this post then for more details and an application form, please visit our website at [www.cumbria.police.uk](http://www.cumbria.police.uk)

Closing date 5pm, 22nd February 2013.



**CUMBRIA**  
 CONSTABULARY  
 SAFER STRONGER CUMBRIA

POSITIVE ABOUT PEOPLE  
 VISABLE TO PEOPLE



Orion Solutions Ltd is a brand new **facilities management** company which will be commencing operation in April 2013 to provide food services and cleaning services across Cumbria.

We are now recruiting for the following vacancy within the team based at our Head Office in **Carlisle**:

## Finance Assistant

Reporting to the Company Accountant, the successful candidate will be responsible for purchase ledger processing, preparing and posting nominal ledger, processing payments and other general administrative duties.

Working within the finance team, applicants must demonstrate attention to detail, good organisational skills, the ability to work to deadlines and a diligent and proactive approach to their work. Previous accounting experience and knowledge of accounts applications and Microsoft Office is desirable.

The position is full-time working Monday to Friday. Salary will be commensurate with experience and skills. The position benefits from 20 days holiday per annum plus public holidays and a pension scheme.

*To apply please contact Amy Scott on 01228 822108 or write, enclosing CV, to Orion Solutions Ltd, c/o Unit 5a Wavell Drive, Rosehill, Carlisle CA1 2ST.*

**Closing date for returned applications is Monday 18th February 2013..**

*Orion Solutions Ltd is ultimately owned by Cumbria County Council*

## The Nelson Thomlinson School

### High Street • Wigton • Cumbria • CA7 9PX

(11-18 VC Comprehensive. 1398 on roll inc. 258 in V1th Form)

Tel: (016973) 42160 Fax: (016973) 49160

Email: [admin@nts.cumbria.sch.uk](mailto:admin@nts.cumbria.sch.uk)



### HEAD OF MATHEMATICS

Salary: Main Scale + TLR 1.2 (currently £9,024)

Required for September 2013, a Head of Mathematics to lead a popular and successful department. We are looking for a person with a proven track record as a teacher and the ability to lead the department to even greater levels of success.

**Interviews will take place on Thursday 7th and Friday 8th March 2013.**

### TEACHER OF SCIENCE (Physics)

Salary: Main Scale

Required for September 2013, a well-qualified teacher to teach Physics at A Level and Science at KS3 and GCSE. The Science department is popular and successful, and benefits from a thriving A-Level Physics course.

**Interviews will take place on Wednesday 6th March 2013.**

The school's OFSTED rating has been Outstanding since 2006. Our exam results (Oxbridge, A Level and GCSE) are first rate. We have a happy, very high quality staff and we have often been oversubscribed. Please look at our website for a glimpse of what lies behind these assertions. [www.nts.cumbria.sch.uk](http://www.nts.cumbria.sch.uk)

Please phone, write, e-mail ([admin@nts.cumbria.sch.uk](mailto:admin@nts.cumbria.sch.uk)) or visit our school website ([www.nts.cumbria.sch.uk](http://www.nts.cumbria.sch.uk)) for further details and an application form.

**Closing date: Monday 25th February 2013. Shortlisted candidates will be notified by Thursday 28th February 2013.**

NTS is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barrins service.



## Area Manager East (note job description subject to review and evaluation)

Salary: £27,861 per annum (37 hours per week)

Area(s): Carlisle and Eden (base in Carlisle)

We are seeking an experienced manager of care and support services to develop and ensure the delivery of high quality person centred support, enabling customers to achieve their outcomes, and meet internal and external standards. You will be responsible for:

- Specialist Mental Health Services – accommodation based
- Housing Floating Support
- Support at Home and Supported Living Services

Excellent people management and organisational skills are required, as well an ability to motivate, support and develop staff work practice and to continuously improve standards.

Further details are available on our website at <http://www.croftlands.org> where application packs can be downloaded.

Alternatively, please contact our head office on 01228 592325 or email [recruitment@croftlands.org](mailto:recruitment@croftlands.org)

Closing date for returning the application form is Friday, 22nd February 2013.



Cumbria Waste Group operates waste management and recycling facilities across Cumbria which receive a mixture of domestic, industrial and commercial waste.

We are currently recruiting for the following vacancies within our Head Office team at Carlisle:

### Administrative Assistant

Key roles and responsibilities

- Data entry to a high level of accuracy.
- Maintain, update and monitor excel database.
- Assist in producing monthly reports.
- Assist in the analysis and presentation of information.
- Update and monitor team holiday rota.
- General administration providing secretarial support.
- Work to strict deadlines with limited supervision.
- Provide holiday cover for other team members.

Skills and experience required

- Sound knowledge of Microsoft Excel, Word and Outlook software programmes.
- Good organisational skills and the ability to prioritise workload.
- Confident telephone manner.
- Self confident and self motivated with an ability to communicate well and anticipate problems and issues.
- Experience in a similar role is desirable but not essential as full training will be provided.

### Telephone Receptionist/Admin Assistant (Maternity Cover)

We are also currently recruiting for a temporary position with responsibility for answering telephones, directing calls and taking messages, as well as other general administrative duties.

Applicants must demonstrate a friendly and confident telephone manner, good organisational skills, IT skills and a diligent and proactive approach to their work.

Hours of work for both positions are 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm on Friday.

Salary will be commensurate with experience and skills. The positions benefit from 25 days annual leave per annum plus public holidays.

Application forms for above posts can be downloaded from our website at [www.cumbriawaste.co.uk](http://www.cumbriawaste.co.uk). Alternatively, contact Amy Scott on 01228 822108 or write to Cumbria Waste Group, Unit 5a Wavell Drive, Rosehill, Carlisle CA1 2ST.

Completed applications must be returned by Monday 18th Feb 2013.

Cumbria Waste Management Ltd is owned by Cumbria County Council and is an Equal Opportunities Employer.



Anything of interest? If the answer is 'yes' then telephone the relevant number at the end of each advert for an application form. Please remember to quote a reference number.

If you have not heard from us within 4 weeks of submitting your application please assume that on this occasion your application has been unsuccessful

View jobs and apply on line at  
**[cumbria.gov.uk/jobs](http://cumbria.gov.uk/jobs)**

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