

Appendix 4 – Vacant Posts at 29 November 2013

Post Title	Grade	F = Fixed Term P = Perm	F or PT	Hrs PW	FTE	Loc.	Post End	Vacant From	Comments
Finance and Procurement									
Head of Finance & Procurement	JMT	P	F	37	1.00	JOINT		31/08/13	Not a true vacancy as currently being covered by Tim Madden (start date 02/09/13) via an agency agreement. Currently in progress of appointing an external consultant to assist with the permanent recruitment / appointment exercise.
Administrative Officer	£19,316.72 - £21,377.17	P	P	9	0.24	BODH		31/08/13	Manager currently seeking approval to appoint on a temporary basis in the New Year via the staff bank to provide additional admin support to the finance team during the end of financial year process.
Business Admin Apprentice	£8293.31	P	F	37	1.00	BODH		21/07/13	Vacant since the departure of Apprentice. Current employee completing a three month temporary contact (7 hour per week) to cover some aspects tasks whilst a decision is made in relation to the recruitment of another Apprentice.
Legal and Democratic									
Legal Assistant	£21,377.17 - £23,437.62	P	F	37	1.00	BODH		03/01/11	The salary from this post is being used to part fund a joint trainee solicitor post with SNC. It is very likely this establishment post will be deleted and reconsidered as part of the Legal Services restructure due to the length of time it has been vacant. 3-way JASG met in October and requested further consideration be given to a three way joint Legal Services team. HoS is hoping to report back to them in December.

Chief Executives Office									
PA to Head of Service	£21,377.17 - £23,437.62	P	F	37	1.00	BODH		01/06/15	Not a true vacancy as currently being covered by another employee (start date 29/10/2012) via a temporary contract. This is substantive post number which needs to be held until her return from secondment in May 2015.
Transformation									
HR Business Partner	£31,421.86 - £35,542.76	P	F	37	1.00	BODH		01/10/13	Currently recruiting to this role - closes on 02/12/2013
L & D Business Partner	£31,421.86 - £35,542.76	P	F	37	1.00	BODH		01/10/13	Currently recruiting to this role - closes on 02/12/2013
Service Delivery Manager	£35,542.76 - £39,663.66	P	F	37.00	1.00	JOINT		31/07/13	Currently vacant - however one of the principles is that ICT vacancies are not to be replaced on a permanent basis pending consideration of the 3 way shared ICT Service business case by JASG. Whilst this was ok initially there is now a flagged risk because of the number of vacancies that have arisen - as a consequence of the uncertainty about jobs etc. arising from the business case.
Service Desk Specialist	£23,437.62 - £27,300.96	P	F	37.00	1.00	BODH		31/07/13	Not a true vacancy as backfill in place whilst employee is fulfilling the team leader role.
Trainee Service Desk	£17,256.27 - £19,316.72	F	F	37.00	1.00	BODH	09/04/14	09/04/14	Not a true vacancy as currently being covered by employee (start date 16/09/2013) via an agency agreement. Approval currently in place for employee to remain with the team until 01/05/2014
Infrastructure Supp Specialist	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	30/09/15	01/10/13	Being covered by agency staff
Spatial Information Officer	£21,377.17 - £23,437.62	P	F	37.00	1.00	SNC		04/06/13	Currently vacant however employee picking up some aspects of the role whilst Manager gives further consideration to whether the role should be submitted for re-evaluation (following an unsuccessful recruitment campaign and the agency not being able to provide assistance at the salary rate offered).
Graphic Design Apprentice	£8,293.31	T	F	37.00	1.00	BODH	30/04/14		to be deleted

Directorate Support Officer	£31,421.86 - £35,542.76	P	P	18.50	0.50	BODH		08/05/13	Vacant – employee I is being paid an honorarium to cover this post.
Directorate Support Officer	£31,421.86 - £35,542.76	P	P	18.50	0.50	BODH		16/08/13	Vacant as above
Environmental Services									
LGV Driver/Loader	£23,437.62 - £27,300.96	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Waste Services Driver	£19,316.72 - £21,377.17	P	F	37.00	1.00	TLDE			Appointed - awaiting checks
LGV Driver/Loader	£23,437.62 - £27,300.96	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Waste Services Driver	£19,316.72 - £21,377.17	P	F	37.00	1.00	TLDE			Appointed awaiting checks
LGV Driver/Loader	£23,437.62 - £27,300.96	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Waste Collection Loader	£19,316.72 - £21,377.17	P	F	37.00	1.00	HIGH			Appointed - awaiting checks
Recycling Assistant	£21,377.17 - £23,437.62	T	F	37.00	1.00	TLDE	31/08/14		to be deleted
Senior Licensing Officer	£23,437.62 - £27,300.96	T	F	37.00	1.00	BODH	30/09/14		started 04/11/2013
Postal & Reprographics Asst	£19,316.72 - £21,377.17	P	F	37.00	1.00	BODH		11/09/11	Post is currently on hold as a vacancy and budget is being used to fund apprentices
Health Strategy & Imp Officer	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		31/03/13	Deleted following approval of Business Case
GO Active Co-ordinator	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		10/02/13	Deleted following approval of Business Case
Arts Officer (South)	£23,437.62 - £27,300.96	P	P	16.00	0.43	COUR		05/06/13	Hours have been split on a short term basis between the Arts Officer North and Arts Development Manager roles.

Recreation & Sport Dev Officer	£21,377.17 - £23,437.62	P	P	36.00	0.97	BODH		25/01/13	The post has been split into two 18.5 posts and currently being recruited for and closes 22.11.13
Licensing & Vehicle Parks Mgr	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		03/02/13	HOS decision to keep post vacant pending the development of the Shared Service Business case.
Street Warden	£23,437.62 - £27,300.96	P	F	37.00	1.00	BRAD		31/03/13	Members took the decision to freeze both these posts when they became vacant, the budgets still remain, but HOS would like to keep posts vacant at the moment.
Street Warden Supervisor	£27,300.96 - £31,421.86	P	F	37.00	1.00	MKSQ		29/02/12	Members took the decision to freeze both these posts when they became vacant, the budgets still remain, but HOS would like to keep posts vacant at the moment.
Assistant Licensing Officer	£17,256.27 - £19,316.72	P	F	37.00	1.00	BODH		03/07/09	Postholder on secondment to Licensing Officer position until 01/04/2014. The Assistant Licensing Officer post is currently vacant.
Development Management									
Principal BC Surveyor	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		12/04/13	Vacancy on hold pending restructure
Building Control Surveyor	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		25/09/11	No budget assigned to this post therefore not current vacancy. Self funding post through fees
Planning Officer	£23,437.62 - £27,300.96	F	F	37.00	1.00	BODH	03/03/15	03/03/15	filled and starting 16/12/2013
Planning Officer	£23,437.62 - £27,300.96	P	F	37.00	1.00	BODH		30/09/12	Currently recruiting externally to this post
Principal Planning Officer	£35,542.76 - £39,663.66	T	P	20.00	0.54	BODH	31/08/14	02/09/13	Currently recruiting externally to this post
Strategic Planning and Economy									
Policy Team Leader	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		31/01/13	Vacancy on hold pending restructure

Community Engagement Officer	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		09/10/12	Vacancy on hold pending restructure
Assistant Planning Officer	£23,437.62 - £27,300.96	P	F	37.00	1.00	BODH		28/10/12	Vacancy on hold pending restructure
Business Support Officer	£19,316.72 - £21,377.17	P	P	20.00	0.54	BODH		01/03/13	Offered – awaiting start date
Urban Centres Development Off	£31,421.86 - £35,542.76	P	F	37.00	1.00	BODH		15/09/13	Recruitment on hold - pending restructure of team
Regeneration and Housing									
Corporate Facilities Manager	£43,784.56 - £47,905.46	P	F	37.00	1.00	BODH		31/01/12	Filled by agency until 01/02/2014
Facilities Operative	£21,377.17 - £23,437.62	P	F	37.00	1.00	BODH		10/02/13	Vacancy on hold pending restructure but covered by agency staff in the interim
Cleaner - Bodicote House	£14,373.22 - £15,195.82	P	P	12.50	0.34	BODH		28/12/12	Hours covered by existing staff working additional hours (
Strategic Housing Manager	£39,663.66 - £43,784.56	P	F	37.00	1.00	BODH		13/01/13	
Strategic Housing Officer	£31,421.86 - £35,542.76	P	F	37.00	1.00	BODH		13/10/12	Employee on secondment until 15/10/2015
Strategic Housing Facilitator	£21,377.17 - £23,437.62	P	F	37.00	1.00	BODH		07/07/13	Employee on secondment until 08/07/2014

Housing Technical Officer	£27,300.96 - £31,421.86	P	F	37.00	1.00	BODH		20/01/13	Vacancy on hold pending restructure (paid for by money from the OCC which they contribute towards our Home Improvement Agency service. We have held back from filling it whilst the future of the HIA remains under review but are currently using the salary budget to buy-in the services we require to operate the HIA. The post needs to be retained.)
Housing Finance Officer	£21,377.17 - £23,437.62	P	P	18.50	0.50	BODH		28/08/13	Employee is covering this role and being paid an honorarium. Her JD is going to have finance aspects added in and re-evaluated.
Quantity Surveyor	£35,542.76 - £39,663.66	F	F	37.00	1.00	BODH	31/01/16	01/02/13 - 31/01/16	Recruitment on hold - pending restructure of team
CDM Co-ordinator	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	31/01/16	01/02/13 - 31/01/16	Recruitment on hold - pending restructure of team
Development Officer	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	31/03/15	01/09/13	Recruitment on hold - pending restructure of team
Development Officer	£31,421.86 - £35,542.76	F	F	37.00	1.00	BODH	31/03/15	01/09/13	Recruitment on hold - pending restructure of team
Security Guard	£19,316.72 - £21,377.17	T	P	30.00	0.81	BODH	31/03/14	01/04/13	Covered by agency staff