

Post number	11137
Position title	Caretaker Homelessness Service - 2 posts
Grade	2D
Department	Place
Location	Paton Street, Galashiels
Salary/Rate of Pay	£17,344.45 - £18,038.99 per annum
Hours of work	37 per week
Number of staff responsible for	0
Reports to post number	Area facilities Coordinator
Registration requirements	None
Contract status	Permanent
Disclosure status	None
Political restrictions	No
Role profile number	OS 2A
Business World post status	Permanent
Work pattern	Monday to Friday
Vacancy number	SBO06354
Closing date	19/08/2022

Role purpose

Under the guidance of the Property Services Manager (Temporary Accommodation) to contribute to a package of community support to homeless applicants in both temporary and permanent accommodation settings. As part of a multi-disciplinary team to maintain acceptable standards in regards to the provisioning, maintaining and the ordinary cleaning of temporary accommodation provided in terms of the Housing legislation.

Person specification

Criteria	Essential	Desirable
Education, qualifications and training	Applicants must be educated to a reasonable standard and possess reasonable numerical skills. A current driving licence and use of a vehicle is an essential requirement of this post. * If you have a disability which precludes you from holding a drivers licence, Scottish Borders Council will take into account its responsibility to make reasonable adjustments to allow for your disability. Should it be possible to make such an adjustment in order that you can undertake the travel responsibilities of the post, this will be taken into account in consideration for this role.	Standard Grade: English and Mathematics or Arithmetic
Skills, knowledge and competences	<ul style="list-style-type: none"> • Clear value base that includes an understanding of not stigmatising and non discriminatory practice. • An awareness of issues faced by 	<ul style="list-style-type: none"> • Knowledge of government's social inclusion and social justice agenda. • Understanding of the social work planning system and how it dictates and

	<p>people who are vulnerable and who have complex needs.</p> <ul style="list-style-type: none"> • Good Communication Skills 	<p>relates to housing support and homelessness services.</p> <ul style="list-style-type: none"> • Knowledge of poverty, exclusion and other social indicators. • Skills in negotiating and influencing.
Experience	<ul style="list-style-type: none"> • Previous experience in the Housing, Health or Social Care, Caretaking Field. 	<ul style="list-style-type: none"> • Experience of working within a local government setting • Experience of working with vulnerable people with complex housing support needs • Experience of working with vulnerable and excluded groups • Management Information Skills IT literate as dealing with a online banking app and purchase card
Other	<ul style="list-style-type: none"> • Self motivated capable of working with the minimum of supervision. • A “team player”. • Has the ability to work with professionals from differing disciplines. • Flexible adaptive and innovative. • Confident and Assertive. • Enthusiastic and committed to the promotion of best practice, best value and the homelessness process. 	<p>none</p>

HEALTH & SAFETY STATEMENTS

Must take reasonable care for the health and safety of themselves, other employees and anyone else who may be affected by their work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions, and / or training received.

This profile is indicative of the nature and level of responsibility associated with the post. It is not exhaustive and the post holder may be required to undertake such other duties as may be required by the Workforce Planning & Development Manager to meet the needs and responsibilities of the Service and the Council.

Equality – Ensure that all work and outputs comply with and promotes equal opportunities and diversity.

Supervisory or Managerial posts only - Ensure that HR systems are in place for reporting management information and making recommendations for any corrective action necessary.

Equal Opportunities - Scottish Borders Council is committed to improving the diversity of its workforce to better reflect the communities we serve. We welcome applications from all minority groups and individuals who identify with one or more of the protected characteristics as defined by the Equality Act 2010. In particular from candidates who assess themselves as having a disability, under the Disability Confident Employer scheme this guarantees an interview to those individuals who meet the essential criteria of the post. All appointments will be made on merit.

Please note priority will be given to staff on the deployment/redeployment list who meet the essential criteria of the post.

Please note that applicants who have received early retirement/voluntary severance from Scottish Borders Council will not be considered.

TEMPORARY POSTS

If at a later date a temporary post becomes permanent, it will be at the discretion of the Department's management team to confirm the post holder as permanent without readvertising.

PRE EMPLOYMENT CHECKS

Essential

- Confirmation of Right to Work in the UK - **(All posts)**



Recruitment Profile



- Standard/Enhanced/PVG Registration Disclosure Check – **(PVG/Disclosure posts only)**
- Pre-Employment Health Check - **(All posts)**
- References - **(All posts)**
- Confirmation of qualifications required to meet the essential criteria on the person specification - **(All posts)**

Right to Work in the UK

Under the Immigration, Asylum and Nationality Act 2006 – require original documentation confirming legal entitlement to live and work in the UK.

- A Passport/National Identity Card showing you are a British Citizen or an EEA or Swiss National or
- a **full** British Birth/Adoption Certificate along with an official document containing your name and permanent National Insurance number
- **or** a passport or travel document endorsed to show that you are allowed to stay in the UK indefinitely or for a limited period of time and are allowed to work is required.

Please note that a Short Birth Certificate and a Driving Licence are not sufficient to show your entitlement to work in the UK.

OTHER DETAILS

Disclosure/PVG Registration

Under the Rehabilitation of Offenders (Exclusion and Exceptions) (Scotland) Order 2003 to the 1974 Rehabilitation of Offenders Act (ROA) Scottish Borders Council are entitled to ask "exempted questions" that require applicants for certain positions to reveal their full criminal history.

This means that all details of criminal convictions, whether they are spent or not, must be disclosed to help the recruiting manager assess the person's suitability for a position of trust.

Disclosure

These "excepted professions" are set out in the Exceptions Order and include:

- certain professions in areas such as health, pharmacy and the law;
- senior managers in banking and financial services;

PVG Registration

Certain posts are considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by Scottish Borders Council.

Political Restrictions

Certain posts within Scottish Borders Council will be deemed Politically Restricted. If you are appointed to such a post the Local Government Officers' (Political Restrictions) Regulations 1990 provide that your terms and conditions of employment are deemed to incorporate additional provisions set out in the Schedule to the Regulations, a copy of which can be obtained from HR. Full details of restrictions will be provided in your application pack if you are applying for a Politically Restricted post

**** From 1 April 2021 a Scottish Local Government Living Wage of £9.78 per hour has been agreed.**

All employees recruited on a salary/wage less than the Scottish Local Government Living Wage shall receive a payment additional to their salary/wage in order that they are paid at the rate of £9.78 per hour. The additional payment shall count as pensionable earnings and be subject to deduction of tax, national insurance and pension where appropriate.

Please note the Living Wage Allowance does not apply to Modern Apprentice posts, these posts are linked to separate age related pay rates.