

**HR199 - Vacancy Pack**

*Incomplete or illegible forms will not be processed and will be returned to the originator.*

*ALL FORMS should be completed and sent to HR before vacancies are advertised.*

* **Review the Vacancy**

|  |  |  |
| --- | --- | --- |
| Can the work be carried out by existing staff at project? | YES | NO |
| Please explain:   * It would be added stress to existing staff * Work load would increase * Have an impact on the quality of service provided | | |
| What are the effects of not filling the vacancy?   * Have an impact on our contract due to our funding * Add greatly to the work load of the other support staff * Unable to cover due to exclusive nightshift nature of the post * Possibly affect the quality service * Continuity could be affected and can unsettle the service users if different people are filling the role * Insufficient relief night workers at present and covering with agency too expensive * Have an impact on the stress levels of other team members | | |
| Can the vacancy be offered as a secondment opportunity within the Association? If so, for how long?  Yes – advertised internally w/b 04.04.22 but no responses received. | | |
| Any other comments?  The vacancy can only be advertised to 31.03.23 due to uncertainty about future of the service at the end of the financial year and also as staff requirements for any potential future service are as yet unknown. | | |

* **Request an Employee**

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| --- | --- | --- | --- | --- | --- | --- |
| Project: Chalmers Court | | | | Role/Job Title: Housing Assistant (Nightshift) | | |
| Date of submission to HR: 19.04.22 | | | | No. of Vacancies: 1 | | |
| Shifts per week: 3 or 4 nightshifts per week– rolling rota - 28hrs per week  Typical Length of shifts: 8 hour shifts.  Any other shift information; start and end times: shifts commence at 9pm and finish at 5am. Good opportunities for overtime and development due to part-time status of this position. Part of remit is ensuring cleaning tasks are completed and repairs are reported | | | | | | |
| Location(s): Chalmers Court; 36 Charlotte Street Ayr; KA7 1EA | | | | | | |
| Point in Scale:  Expected Salary: | | | Describe Level of Support Work Required by Post: minimal – responding to queries and ensuring adequate health and safety provision for anyone in residence  This role is not that of a support worker. | | | |
| Temporary | Permanent | | | Job Description Attached  Person Specification Attached | | |
| Reason for Vacancy:  Resignation / career development / financial security | | | | | | |
| General Description of Role (briefly):  To work as part of a team providing a safe, secure and homely living environment within our supported accommodation service for service users aged 16 and over. Flexibility, adaptability and tolerance are key!  To provide a quality service that meets the needs of vulnerable service users; to identify, plan and offer support, enabling people to move on to appropriate accommodation.  To be IT literate, and use our Better Future Monitoring Tool to complete and maintain good service user records.  To demonstrate professionalism, integrity and initiative in the carrying out of all duties including additional tasks requested by management.  To provide quality night time support during periods of crisis for vulnerable individuals.  To contribute to the development of the service.  To be mindful of the Association values and ensure these are embedded in to your practice. | | | | | | |
| Advertising: | | | | | | |
| Internal;  External;  Internal & External | | | | | |  |
| Selection Interview Panel:  Name: Hayley Cameron Position: Project Manager  Name: Lee-Ann Kaminski Position: Assistant Project Manager  Name: Position: Project Manager .  Interview Date: TBA | | | | | |  |
| **Authorisation** | | | | | | |
| Project Manager: Hayley Cameron | | | | | | |
| Area Manager: Allison Black | | | | | | |
| HR: | | | | | | |
| Finance Director: | | | | | | |
| **For Office Use Only**  Cost of Advert: | | | | Advertiser: | | |
| Date of Advertisement: | | Closing Date: | | | | |
| No. of Packs Requested: | | No. of Packs Returned at Closing Date: | | | No. of Applicants Interviewed: | |

* **Review of Job Description (JD) & Person Specification (PS) For New Vacancy**

*When a job becomes vacant, the current JDs and PSs should be reviewed against the following checklist. Generic copies can be obtained from HR.*

|  |  |  |
| --- | --- | --- |
| Are there any changes to the purpose of the job? | YES | NO |
| Insert applicable change: | | |
| Are there any changes to the main duties & responsibilities? | YES | NO |
| Insert applicable change: | | |
| Is job title and grading appropriate? | YES | NO |
| Insert applicable change: | | |
| Does the person specification require changes? | YES | NO |
| Insert applicable change: | | |
| Any other comments: | | |

**REVIEW THE CRITERIA AND CONDITIONS IN ALL SECTIONS**

**TO AVOID ANY POTENTIAL DISCRIMINATION**