



**Aberdeenshire**  
COUNCIL



From mountain to sea

# Start Your Career With Aberdeenshire Council





# Welcome!

## If you are looking for an exciting career, look no further

As one of the biggest employers in the North East of Scotland, we are looking for people who are passionate, enthusiastic and innovative, to help us deliver excellent public services to the people of Aberdeenshire.

In return we will offer you a fantastic starting salary, a wide range of employee benefits, a great pension as well as opportunities to develop your career.

If this sounds like a workplace that you want to be a part of, we are keen to hear from you!



**Members of Aberdeenshire Council's Home Care Team**

# A Career for Everyone

Employing over 15,000 people, we have a wide variety of jobs, from ICT, teaching and social care, through to civil engineering.

## What jobs can you do with us?

Here are just a few of the important jobs that our employees carry out:

**School Teacher**

**Care Assistant**

**Joiner**

**ICT Analyst**

**HR Advisor**

**Architect**

**Graphic Designer**

**Social Worker**

**Town Planner**

**Accountant**

**Mechanic**

**Solicitor**

**Cook**

**Roads Engineer**

**Administrator**



**Rebecca Taylor**  
**Mechanic (Former Apprentice)**

# Apprenticeships

## Earn while you learn!

We currently employ apprentices across a wide range of areas.

As an apprentice, you'll undertake a work based qualification (SVQ level 2 or 3) and gain important work experience, all while getting paid.

Experience is not essential as full training is provided, and we particularly encourage applications from people aged 16 - 19.

We currently offer apprenticeships in the following areas:

- **Leisure**
- **ICT**

- **Business Administration**
- **Cookery**
- **Landscape**
- **Care**
- **Building Repairs**
- **Vehicle maintenance**

As well as these areas, we are actively looking to expand the range of apprenticeships on offer, including more advanced Graduate Level Apprenticeships.



**Sean Neville**  
Assistant Systems Officer  
(Former Modern Apprentice)

**Kathryn Briggs**  
Recruitment Officer



# Trainee Positions

We also have a number of trainee and graduate positions across the Council. Salary and training varies depending on the role, and certain qualifications are required prior to starting.

We currently have people working as:

- **Trainee Solicitors**
- **Engineering Technicians**
- **Trainee Trading Standards Officers**
- **Trainee Environmental Health Officers**
- **Planners**

All apprenticeship and trainee positions are advertised through



You can also sign up for job alerts through this website, which will inform you of when suitable job vacancies become available.

**Joanne Banks**  
**Construction Engineer**




# Work Placements

## Get ready for the world of work

We offer work placement opportunities across a wide range of Council services.

Work experience is a great way to develop new skills and increase your confidence. It can help you discover what qualifications and training are required for the job, and enables you to show off your talents.

If you are still at school and would like to undertake work experience with us, you can find further information on our website under 'Jobs and Careers'. Website details can be found at the back of this leaflet.



**Abby Riddell**  
**Work Experience Student**  
**Ellon Academy PE Department**



# Relief Swimming Instructor

Ross McCalman

## What does your job involve?

Planning and delivering swimming lessons under the Council's Learn to Swim programme. I am still a pupil at Ellon Academy, and the relief post enables me to get some work experience and earn some money, all while still studying.

## How did you start your job?

I first became aware of the post at a recruitment event for the new Ellon Academy Community Campus. I applied and was interviewed same day at the event.

## What training did you receive when you joined?

When I joined I was enrolled on a UKCC Level 1 Teaching Aquatics course which enabled me to gain teaching experience and an understanding of the Learn to Swim programme.

## What do you enjoy most about your job?

I find the satisfaction from seeing children improve and progress to be the most enjoyable aspect of my job.



# ICT Support Analyst

**Stefan Adams**

## **What does your job involve?**

My job involves a number of tasks and jobs around the ICT Service Desk. Some of these jobs include taking phone calls and either solving ICT issues at first point of contact, or passing the call onto 2nd line support, or another ICT team. We also do site visit jobs where we pick up calls from our local queues and go out and visit the customer and try to fix the issue face to face. We also get asked to do remote desktop support as well. I also go out to Aberdeenshire Council academies/offices to assist with ICT jobs.

## **How did you start your career with Aberdeenshire Council?**

I started as an ICT Modern Apprentice. After completing my apprenticeship, I was successful in getting a permanent job as an ICT Support Analyst, based in Turriff.

## **What training did you receive when you joined?**

I have received all kinds. My main training was an SVQ Level 3 in ICT. I have also completed the following to support my work:

ITIL Foundation Certificate in IT Service Management.

MTA Windows Operating System Fundamentals. Windows 8 Fundamentals.

## **What do you enjoy most about your job?**

There's a lot of things I really enjoy about the job, including working with my colleagues and being able to learn new things every day. If I had to pick one thing though, it would be that no two days are the same. One day we could be working at the Council's HQ, building laptops to put out to users, the next day, we could be asked to go out to Inverurie to help on a site project rollout. It's all different, and it's a great environment to work in.

**“Personally I like  
being challenged and  
pushed to my limits”**



# Music Teacher

Caitlin Tait

## What does your job involve?

Working as a teacher involves a variety of different tasks. We teach a variety of age groups in our specified subject. There is also a lot that goes on behind the scenes. While planning lessons for our timetabled classes, we often attend meetings to discuss developments in our subject or within the school. Being a teacher is an extremely rewarding job; it takes focus, strength, creativity, organisation, drive and most of all passion.

## How did you start your career with Aberdeenshire Council?

I graduated from Aberdeen University in 2015. I was allocated Aberdeenshire Council for my probation year and was given Portlethen Academy as my school. I was then lucky enough to be given a full-time permanent contract at my probation school.

## What training did you receive when you joined?

Throughout my probation year I attended many workshops with both primary and secondary teachers. These workshops covered many different topics and were very beneficial to our training.

Training varied from 'Technology in the Classroom', to "Restorative Approaches', to using 'Assessment is For Learning' (AiFL) strategies within teaching. These all focused on enhancing the learning experiences for our students and are courses that have helped me to develop and reflect on my own teaching. The training the Council provided me with has further developed my knowledge from university and has allowed me to learn more about how to be the best educator I can be.

## What do you enjoy most about your job?

No day is ever the same. I love that every day I am challenged by my colleagues and pupils. I really enjoy sharing my passion for music and making pupils realise how expressive and valuable music can be in and out of the classroom. Some days are harder than others, and dealing with young adults can be difficult, but when you see a pupil understand and enjoy what they are doing in the classroom it makes your job worthwhile.



**“No day is ever the same...  
I really enjoy sharing my  
passion for music”**



# Supported Living Care Assistant

## Thomas Baird

### What does your job involve?

My job involves supporting people to live independently, including updating care plans, assisting people with day to day activities and undertaking personal care tasks.

### How did you start your career with Aberdeenshire Council?

I started my career in Aberdeenshire Council as a Modern Apprentice in Home Care. This was completed over a period of 1 year.

### What training did you receive when you joined?

I completed all mandatory training that Home Carers have to do when they start. This included people handling, confidentiality, data protection,

personal care, first aid, food hygiene, dementia training, adult support and protection, medicine management, communication and most importantly my SVQ Level 2 in Social Care.

### What do you enjoy most about your job?

I enjoy working closely with service users helping them achieve their goals and dreams. I enjoy assisting people to visit new places and do new things, as well as looking for new and fresh ideas to improve the service I provide.

“The whole experience  
of the Modern  
Apprenticeship has  
made my confidence  
sky rocket”

Aberdeenshire  
COUNCIL



APPRENTICE OF THE YEAR 2014  
WINNER

AWARDED TO

*Thomas Baird*

*Presented by*

Colin Mackenzie, Chief Executive

# Environmental Health Officer

## Catherine Busson

### What does your job involve?

An Environmental Health Officer's (EHO's) job covers seven main disciplines including food safety, food standards, health and safety, public health, waste management, built environment and pollution control. Working as an EHO for a local authority includes undertaking routine food and health and safety inspections, investigating accidents, incidents of food poisoning, food sampling, water sampling and responding to planning consultations as well as investigating complaints received from members of the public. Other aspects of the job include air quality and environmental monitoring.

### How did you start your career with Aberdeenshire Council?

I started as a Student Environmental Health Officer after finishing school.

### What training did you receive when you joined?

I attended the University of Strathclyde and completed the four year BSc

(Hons) Environmental Health course. During the summer break from university, I worked with Aberdeenshire Council's Environmental Health Service to complete the mandatory 48 weeks practical training prior to sitting the Royal Environmental Health Institute of Scotland's professional exams. After qualifying, I now work as a full-time Environmental Health Officer with the Council.

### What do you enjoy most about your job?

The variety of work that EHO's get involved in. This includes the main subject areas of food standards, food safety, health and safety, public health, waste management, built environment and pollution control. I also enjoy travelling around Aberdeenshire undertaking site visits and inspections and working closely with colleagues as I continue to learn more about the job and become more experienced.



**“I enjoy travelling around Aberdeenshire, undertaking site visits and working closely with colleagues, as I continue to learn more about the job”**

# What we'll offer you

## Opportunities to develop

We value our employees and are committed to developing you throughout your career with us (as a minimum we will ensure that you have the right training and development needed to undertake your job).

## Flexible working

We support flexible working as part of our commitment to quality of life and the provision of excellent services. We offer a range of options, including flexi-time, compressed working hours, shift swapping and part time working.

## Employee benefits

We offer a range of employee benefits including a cycle to work scheme, childcare vouchers, as well as discounts on many high street brands.

## Pay

We are able to offer competitive rates of pay and the average employee salary is £25,763\*.

## Pension

Aberdeenshire Council is part of the Local Government Pension Scheme and the Scottish Public Pensions Agency, two of the largest public sector pension schemes in the UK. Both schemes offer an excellent secure pension.

\*Aberdeenshire Council Local Government Employees 2016 FTE Equivalent.



# How to apply

## All of our jobs are posted on



You can search, set up alerts and apply for jobs through:

[www.myjobscotland.gov.uk/councils/aberdeenshire-council](http://www.myjobscotland.gov.uk/councils/aberdeenshire-council)


You can keep up to date with the latest opportunities and information through our website:

[www.aberdeenshire.gov.uk](http://www.aberdeenshire.gov.uk)

You can also follow us on our social media pages.

 [AberdeenshireJobs](https://www.facebook.com/AberdeenshireJobs)

 [@abshirejobs](https://twitter.com/abshirejobs)

 [Aberdeenshire Council](https://www.linkedin.com/company/Aberdeenshire-Council)

 [@Aberdeenshire](https://www.instagram.com/Aberdeenshire)

If you would like to speak to a member of our team, please call

**01467 534400**



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