POST:	**Employability Support and Development Officer**
TEAM:	**Business & Community Development**
LOCATION & STATUS:	**Aberdeen City Campus/Permanent/Full-Time**
SALARY:	**£34,538.18 - £36,712.48 per anum**
HOURS OF WORK:	35 hours per week, Monday to Friday from 8.30am - 5.00pm.
HOLIDAY ENTITLEMENT:	45 days (inclusive of 12 fixed days).
BENEFITS:	A comprehensive range of benefits including Local Government Superannuation scheme. Non Cash Benefits including Employee Savings, and Bike to Work schemes. Access to Occupational Health services, free access to Fitness Suite and Exercise Classes.
WHAT HAPPENS NEXT:	Interview panel make a recommendation for appointment. You will be advised of outcome within 7 - 10 days or as soon as possible.

PRE-EMPLOYMENT SCREENING:

Offers of employment will be conditional to the following pre-employment checks:

- **Six Month Review –** Subject to a satisfactory 6 month review period.
- **Two Satisfactory References** – if not these have not been obtained at the approval stage. One will be required from your most current/most recent employer.
- **Protection of Vulnerable Groups Scheme** – all College posts are designated as Childcare Posts and it is essential for staff who are regularly involved in the training education and supervision of young people aged below 18 and/or vulnerable adults to obtain membership of the Protection of Vulnerable Groups Scheme through Disclosure Scotland. If you are already a member of the PVG Scheme you simply obtain an Existing PVG Scheme Member Application Form from Disclosure Scotland.
- **Verification of Educational Certificates** – you will be required to bring educational certificates in to the Human Resources Department for verification. You may be asked to bring this to interview.
- **Eligibility to Work in the UK** – You will be required to bring to interview originals of the documents confirming your eligibility to work in the UK.

Start Date of employment will be confirmed upon satisfactory clearance of these checks.