

**REPORT TO: PERSONNEL & MANAGEMENT SERVICES COMMITTEE -  
9 SEPTEMBER 2002**

**REPORT ON: NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPARTMENT –  
REVIEW OF SESSIONAL STAFF**

**REPORT BY: JOINT REPORT BY THE DIRECTOR OF NEIGHBOURHOOD  
RESOURCES AND DEVELOPMENT AND DIRECTOR OF PERSONNEL  
AND MANAGEMENT SERVICES**

**REPORT NO: 98-2002**

## **1.0 PURPOSE OF REPORT**

To approve the review of the contractual arrangements and conditions of service of sessional workers within the Neighbourhood Resources and Development Department (NRDD) in order to recognise their contribution in achieving departmental objectives.

## **2.0 RECOMMENDATIONS**

- 2.1 The Committee is asked to approve:
- 2.2 the deletion of 14.8 F.T.E. sessional staff posts and the establishment of 13.9 F.T.E. part-time posts as outlined in Appendix A.
- 2.3 the attached job descriptions for these new posts.
- 2.4 the continuing recruitment of sessional staff on short-term flexible contracts (i.e. under 35 weeks per annum) depending on service requirements.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The financial implications of the proposals, as per Appendix A, will be contained within the Neighbourhood Resources and Development Department's budget.

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

- 4.1 The Report seeks to ensure that Departmental resources are used as efficiently and effectively as possible to achieve Departmental and Council agreed service priorities.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

- 5.1 The proposals continue to reflect priority to the Council's commitment to equal opportunities.

## **6.0 BACKGROUND**

- 6.1 NRDD has historically employed a wide range of staff in non-established posts on a sessional basis. Many of these sessional employees have been employed with the department for many years and have accrued employment rights but do not enjoy conditions of service in accordance with the national agreement. The review ensures that the department employs staff in line with corporate and departmental objectives and best value.

6.2 Currently, the areas of priority work for sessional staff fall under the following service headings:

- Youth/Children's Work
- Adult Learning
- Community Information
- Equality Action

An exercise has been undertaken to identify the service requirements in each of these core areas. Permanent posts will be established to ensure equity of provision across the city as outlined in Appendix A. Staff will be employed on contracts similar to those employed on an academic year basis and their placing on the scale will be dependent upon qualifications and experience.

6.3 To ensure the department can still meet differing needs within each location, it will be necessary to maintain a supply pool of sessional staff. Such staff will ensure maximum flexibility in the provision of service requirements and will be employed on fixed term contracts not exceeding 35 weeks per annum.

6.4 In addition, the department will also continue to employ sessional staff for social, leisure and recreational activities, for which a charge is levied. These posts, which are self-financing, will continue on a supply and demand basis.

## **7.0 CONSULTATION**

7.1 This report has been the subject of consultation with the Chief Executive, Directors of Support Services and Finance and the Trade Unions.

## **8.0 BACKGROUND PAPERS**

8.1 No background papers as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

**Director of Personnel & Management Services**.....

**Date** .....

**Director of Neighbourhood Resources and Development** .....

**Date** .....

Amended 6 August 2002

## FINANCIAL SUMMARY -SESSIONAL STAFF REVIEW

Post Title	No of posts	Hours	Weeks per annum	Staff Numbers FTE	Cost
<b>Assistant Adult Learning Worker</b>	7	18	36	2.4	£55,972
CW2-SCP23 = £16,673	1	17	36	0.3	£7,736
pro rata per annum	2	16	36	0.6	£14,513
OR	1	12.5	36	0.2	£5,088
CW3-SCP26 = £18,296	3	12	36	0.7	£14,653
pro rata per annum	2	10	36	0.4	£8,141
	1	6	36	0.1	£2,442
	2	5	36	0.2	£4,070
	1	2	36	0.1	£814
<b>Assistant Youth Worker</b>	1	18.5	36	0.3	£8,439
CW2-SCP23 = £16,673	6	18	36	2.0	£48,523
pro rata per annum	6	15	36	1.7	£38,764
OR	1	10	36	0.2	£4,070
CW3-SCP26 = £18,296	2	9	36	0.3	£8,040
pro rata per annum	1	7	36	0.1	£2,849
	18	6	36	2.0	£45,997
	2	4	36	0.1	£3,256
<b>Support Youth Worker</b>	1	8	36	0.1	£2,086
CW1-SCP6 = £10,679	2	6	36	0.2	£3,128
pro rata per annum	2	3	36	0.1	£1,564
<b>Assistant Community Information Worker</b>	3	18	36	1.0	£22,349
CW2-SCP23 = £16,673					
pro rata per annum					
OR					
CW3-SCP26 = £18,296					
pro rata per annum					
<b>Community Contact Worker (Equality Action)</b>	3	5	36	0.3	£6,147
	2	3	36	0.1	£2,442
CW2-SCP23 = £16,673					
pro rata per annum					
OR					
CW3-SCP26 = £18,296	1	1.5	36	0.1	£611
pro rata per annum					
<b>Creche Workers</b>	1	8	36	0.1	£3,256
CW5-SCP7 = £11,009	1	4	36	0.1	£1,628
pro rata per annum					
			<b>Total Cost of New Proposals</b>	<b>13.9</b>	<b>£316,579</b>
			<b>Previous Sessional Staff Budget</b>	<b>14.8</b>	<b>£316,198</b>

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES & DEVELOPMENT DEPT.**

#### **IDENTIFICATION**

Post Title:	Support Youth Worker	Post Ref.:	
Section:	Various	Grade:	CW1 – SCP6
Responsible to:	Neighbourhood Development Worker		
Responsible for:	N/A		

#### **JOB PURPOSE**

As a member of Neighbourhood Resources & Development Department, you will assist in the implementation of a responsive community based Youth Work Strategy. The purpose of your job is to assist young people to acquire the knowledge, skills and self-confidence to participate in groups and in the community and to contribute positively to their developments as adults.

You will be responsible on a day-to-day basis to the Project Leader/NRD Worker where you are based.

The duties listed below are typical of those performed by a Support Youth Worker, but your particular duties and responsibilities will vary from time to time and you may be asked to carry out tasks which are not listed but which are of a similar nature. Your specific programme of work will be determined by local circumstances and needs and defined by your Supervisor, who will review regularly your priorities.

#### **PRINCIPAL WORKING CONTACTS**

Project Leader/NRD Workers  
Youth Team Staff/Youth Work Staff/YES Co-ordinator  
Young People  
The Local Community  
Parents  
Agencies working in the area

#### **MAIN DUTIES**

- 1 Work directly with young people in a wide range of settings.
- 2 Interact with young people, motivating and encouraging them to put their ideas into practice;
- 3 Negotiate ground-rules and group agreements which outline appropriate levels of behaviour and expectations between staff and young people and other participants;
- 4 Participate in any inter-agency work as required;

- 5 Assist in promoting the work of NRDD as required;
- 6 Maintain accurate records of all work;
- 7 Attend designated training as identified and negotiated with your Supervisor;
- 8 Ensure adherence to Health & Safety requirements in all activities and ensure appropriate use of all equipment;
- 9 Attend and contribute to staff meetings as required;
- 10 Identify various groups/organisations young people attend;
- 11 Support youth forums across a geographical area;
- 12 Carry out regular consultations with young people to enable the service to be responsive;
- 13 Contribute to submission of relevant funding application ie Youth Investment Fund, to be used in the course of the work;
- 14 Promote the use of up-to-date information and resources to enable young people to make informed decisions.

#### **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 18/07/2002  
Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION - NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPT.**

#### **IDENTIFICATION**

Post Title:	Assistant Community Information Worker	Post Ref.:	
Section:		Grade:	CW2=SCP 23 CW3=SCP26 (placement dependant upon qualification)
Responsible to:	Neighbourhood Centre Manager/Library Information Worker		
Responsible for:	N/A		

#### **JOB PURPOSE**

To assist in the development of local community information and to promote access to ICT Learning Centres and Dundee Community Grid for Learning.

#### **PRINCIPAL WORKING CONTACTS**

Unit Leaders (Integration)  
Unit Leader (Library and Information)  
Community Information Team  
Neighbourhood Centre Managers  
Library Information Workers  
Information Technology Officer

#### **MAIN DUTIES**

- 1 Inform local community of the PinPoint facility, CD-Rom network and the Internet facilities and encourage and develop usage.
- 2 To support basic ICT training sessions for users of Neighbourhood Resources and Development Department facilities.
- 3 To assist with monitoring and evaluating the use made of electronic information services.
- 4 Assist and participate with the local community, and staff working with community groups, in the collection of information for use on PinPoint and the Community Grid for Learning. Build a collection of information for Local History projects.
- 5 Liaise with Library Information Workers and Neighbourhood Development Workers in the recruitment of volunteers to assist with ICT initiatives.

- 6 Establish Local History Groups to promote interest in the local community and the development of Community Identity.
- 7 Conduct research and prepare relevant materials for Local History groups.
- 8 Organise a programme of promotional events for Local History groups.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/10/02  
Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES & DEVELOPMENT DEPT.**

#### **IDENTIFICATION**

Post Title: Assistant Youth Worker  
Section: Various

Post Ref.:  
Grade: CW2=SCP23  
CW3=SCP26  
(placement on  
scale  
dependant  
upon  
qualification)

Responsible to: Neighbourhood Development Worker  
Responsible for: N/A

#### **JOB PURPOSE**

As a member of Neighbourhood Resources & Development Department, you will assist in the implementation of a responsive community based Youth Work Strategy. The purpose of your job is to assist young people to acquire the knowledge, skills and self-confidence to participate in groups and in the community and to contribute positively to their developments as adults.

You will be responsible on a day-to-day basis to the Project Leader/NRD Worker where you are based.

The duties listed below are typical of those performed by a Youth Worker, but your particular duties and responsibilities will vary from time to time and you may be asked to carry out tasks which are not listed but which are of a similar nature. Your specific programme of work will be determined by local circumstances and needs and defined by your Supervisor, who will review regularly your priorities.

#### **PRINCIPAL WORKING CONTACTS**

Project Leader/NRD Workers  
Youth Team Staff/Youth Work Staff/YES Co-ordinator  
Young People  
The Local Community  
Parents  
Agencies working in the area

#### **MAIN DUTIES**

- 1 Work directly with young people in a wide range of settings.



- 2 Interact with young people, motivating and encouraging them to put their ideas into practice and to develop their own projects and opportunities;
- 3 Negotiate groundrules and group agreements which outline appropriate levels of behaviour and expectations between staff and young people and other participants;
- 4 Act in an advocacy role as required;
- 5 Develop and participate in any inter-agency work as required;
- 6 Assist in promoting the work of NRDD as required;
- 7 Maintain accurate records of all work;
- 8 Attend appropriate training as identified and negotiated with your Supervisor;
- 9 Ensure adherence to Health & Safety requirements in all activities and ensure appropriate use of all equipment;
- 10 Attend and contribute to staff meetings as required;
- 11 Identify various groups/organisations young people attend;
- 12 Establish, support and develop youth forums across a geographical area;
- 13 Develop and carry out regular consultations with young people to enable the service to be responsive;
- 14 Oversee the submission of relevant funding application ie Youth Investment Fund, to be used in the course of the work;
- 15 Promote the use of up-to-date information and resources to enable young people to make informed decisions.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/10/02  
Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).

VACANCY REF.:  
CLOSING DATE:

## DUNDEE CITY COUNCIL

### JOB DESCRIPTION - Neighbourhood Resources and Development Department

#### IDENTIFICATION

Post Title:	Community Contact Worker	Post Ref.:	Sessional
Section:	Equality Action Team	Grade:	CW2 =SCP23, CW3 =SCP26, (placement dependant upon qualification)
Responsible to:	Team Leader		
Responsible for:			

#### JOB PURPOSE

To facilitate opportunities for members of minority ethnic communities living in Dundee to contribute and actively participate in decisions which affect their lives. This will focus initially on young people but will ultimately include the whole community.

#### PRINCIPAL WORKING CONTACTS

Team Leader Equality Action  
Adult Learning Team  
Youth Work Team  
Partnership Providers  
Community Groups/Individuals

#### MAIN DUTIES

1. Make contact and establish positive relationships with members of the community.
2. Provide access to sources of information, enabling individuals and the community to meet their aims.
3. Act in an advocacy role where appropriate.
4. Develop a strategy to ensure the effective dissemination of relevant information and methods of obtaining feedback from the community.
5. Interact with members of the community, motivating and encouraging them to express their views and where possible, put their ideas into practice.
6. Support members of the community in the organisation of activities, where appropriate, by facilitating access to relevant resources.

7. Provide support for a Community Advisory Group that will bring together as representative a group as possible to ensure an effective flow of information and inform service development.
8. Build and maintain contacts with relevant agencies, liaising where appropriate.
9. Assist in promoting the work of Neighbourhood Resources and Development Department and the wider Council.
10. Identify young people who will support the administration of the Youth Investment Fund for minority ethnic groups.
11. Maintain accurate work records.
12. Attend and contribute to team meetings as required.
13. Liaise with team members on areas of common interest.
14. Undertake training to enhance skills as required.

#### **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/10/02  
Authorised:

If you have any queries regarding this vacancy, please contact Olive Smiles/Sharon Preston, Community Outreach Team, Neighbourhood Resources Development Department, 01382 438831 / 438891.

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES AND DEVELOPMENT DEPARTMENT**

#### **IDENTIFICATION**

Post Title: Creche Worker  
Section: Various  
Responsible to: Centre Manager  
Responsible for: N/A

Post Ref.:  
Grade: CW5-SCP7

#### **JOB PURPOSE**

To participate as a member of a team assisting development workers to implement a responsive community based education plan consistent with the Principles and Policy Statements of the Neighbourhood Resources and Development Department.

#### **PRINCIPAL WORKING CONTACTS**

1. Centre Staff
2. Members of the Public

#### **MAIN DUTIES**

1. To take care of children of adults participating in Neighbourhood Resources groups and activities.
2. To supervise children in Neighbourhood Resources run creches ensuring their safety and well being.
3. To create a happy and safe environment for children to play and learn from suitable activities.

#### **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/10/02  
Authorised:

VACANCY REF.:  
CLOSING DATE:

## **DUNDEE CITY COUNCIL**

### **JOB DESCRIPTION – NEIGHBOURHOOD RESOURCES AND DEVELOPMENT**

#### **IDENTIFICATION**

Post Title:	Assistant Adult Learning Worker	Post Ref.:	
Section:	Various	Grade:	CW2=SCP23 CW3=SCP26 (placement dependant upon qualification)
Responsible to:	Senior Adult Learning Worker		
Responsible for:	N/A		

#### **JOB PURPOSE**

As a member of the Community Learning Team you will assist in the development and delivery of responsive learning opportunities. The main focus of this work is to ensure that groups/individual participants receive a supportive and positive learning experience.

#### **PRINCIPAL WORKING CONTACTS**

Members of the Community Learning Team  
Library and Information Workers  
Partnership Providers  
Community Groups/Individuals

#### **MAIN DUTIES**

- 1 Negotiate and develop programmes of learning with participants/students to identify learning objectives relevant to individual student's needs.
- 2 Tutor/lead group sessions as required.
- 3 Plan and prepare sessions/courses of study, including seeking out and generating appropriate resources.
- 4 Take responsibility for ensuring that the agreed learning programme is monitored on an ongoing basis and that monitoring and evaluation processes are carried out.
- 5 Provide guidance to help individuals/groups identify their needs, provide information and make appropriate choices about the ways of meeting them.
- 6 Work to develop individual learning plans, provide initial, ongoing and exit guidance/learning support and monitor progress.

- 7 Assist and encourage the development of self confidence and independence in students. Maintain accurate records of attendance and all work.
- 8 Undertake training to enhance skills as required.
- 9 Ensure adherence to health and safety requirements in all activities ensuring appropriate use of all equipment.
- 10 Attend and contribute to staff meetings as required.
- 11 Plan and prepare tutoring sessions, including the preparation and selection of suitable tutoring materials.

## **OTHER DUTIES**

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 16/10/02

Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department and Telephone No).