

**Infrastructure, Housing and Economic Development**

Department	Job Title	Comments	Total	Additional Information
Economic and Sustainable Development	Senior Planning Officer	Covered by Interim	1.00	This role was advertised from 21 February 2022 to 19 March 2022 which had to be extended due to a lack of applicants. This was advertised on the TRDC website and social media and 'The Planner' job board. In the end there were three applicants who were all rejected so we took on agency cover instead. The role was subsequently advertised again from 29 April 2022 to 31 May 2022 with one incomplete application submitted and one applicant rejected. This was readvertised on the TRDC website and social media, standard job boards, Jobs Go Public, The Planner and Planning Resource. We have agency cover until the end of March which is likely to be extended.
Regulatory Services	LA1 Contract Management Support Officer	Not currently advertised	0.61	This last post holder was internally promoted into the LA1 Contract Manager role. Workload was absorbed by this Officer and CSC pending the future of LA1 (ongoing discussions with Herts Building Control).
	Senior Transport Planner	Recently advertised	1.00	Recently advertised December 2022 to January 2023 for 6 weeks. Advertisement included standard HR job boards, Linked In targeted campaign, LG jobs and CIHT advertising (professional publication). No suitable candidates were identified and alternatives are now being considered including temporary staffing.
Housing	Housing Apprentice	Not currently advertised	1.00	This role has been held vacant for a number of years. Officers are currently in contact with West Herts college regarding enrolment and are looking to recruit in the summer.
<b>Total IHED</b>			<b>3.61</b>	

**Leisure, Environment & Community**

Department	Job Title	Comments	Total	Additional Information
Environmental Protection	Loader	Currently advertised	3.00	Recruitment for loader roles is ongoing due to turnover. Roles are advertised on the TRDC website and at the Job Centre
	Street Cleansing Operative	Recently advertised	1.00	Advertised last month. Role was advertised on the TRDC website and at the Job Centre
	Waste and Recycling Administrator	Not currently advertised	1.00	Job under review, only vacant in last 2 weeks
	Grounds Maintenance Operative	Not currently advertised	1.00	This role has been advertised three times in June, July and October 2022. The role was advertised on the TRDC website and social media and at the Job Centre.
	Grounds Maintenance Trainee Operative	Not currently advertised	1.00	Never advertised
	HGV Driver	Recently advertised	3.00	Recruitment for loader roles is ongoing due to turnover. Roles are advertised on the TRDC website and at the Job Centre.
Residential Environmental Health	Senior Housing Enforcement Officer	Recently advertised	1.00	Advertised from end of Sep through to end of Oct 2022, with advertisement via TRDC website and social media, and standard HR job sites. Due to no suitable candidates it was extended and advertised with the Chartered Institute of EH jobs website from end of Oct to 9th Jan, now HR are putting together a market factor supplement case.
Watersmeet	Front of House Manager	Currently advertised	1.00	Current advertisement is first attempt to recruit. The role has been advertised on TRDC website and social media, in mandy.com, artsjobsonline.co.uk, artsjobs.org.uk, Indeed.
<b>Total LEC</b>			<b>12.00</b>	

**Policy and Resources**

Department	Job Title	Comments	Total	
Communications	Senior News & Communications Officer	Not currently advertised	1.00	This is a New Post. Advertised twice. Advertised in journalism.co.uk, guardianjobs.co.uk, localgov.co.uk, Indeed, Monster. This role is due to go out to advert again in February.
Customer Service Centre	Customer Service Centre Advanced Representative	Recently Advertised - Interviews in February	1.00	Recent advertisement is first attempt to recruit this specific vacancy. High staff turnover due to nature of the role and Academy approach therefore multiple recruitment drives throughout the year. Internal advert only.
	Customer Service Centre Representative	Recently Advertised - Interviews in February	3.00	Recent advertisement is first attempt to recruit these specific vacancies. High staff turnover due to nature of the role and Academy approach therefore multiple recruitment drives throughout the year. Advertised in CV-Library, Fish4Jobs, Indeed, LinkedIn, Monster, Reed, Totaljobs, Jobsite, Watford Observer, TRDC website and social media.
Property	Property and Asset Manager	Currently advertised and covered by Fixed Term Contract	1.00	Recent advertisement is first attempt to recruit - advertised via TRDC website and social media, standard HR job sites and Estates Gazette online
Revenue and Benefits	Benefits Officer	Recently advertised, not successful. Currently covered by Interim	1.00	Role was advertised on TRDC website and social media, jobs-go-public, IRRV, Indeed and Reed.
	Revenues & Benefits Support Officer	Recently Advertised	1.00	Role was advertised on TRDC website and social media, jobs-go-public, IRRV, Indeed and Reed.
	Recovery Officer	Currently covered by Interim	1.00	Preparations are underway to advertise this role.
Legal & Committee	Solicitor to the Council	Covered by Interim/Under offer	1.00	This role has been advertised twice during the last seven months ( first in July 2022) and is now under offer. On both occasions the role was advertised on TRDC website and social media, the Local Government Lawyer and Law Society Gazette.
	Principal Lawyer (Criminal Litigation)	Covered by an interim	1.00	This role is currently covered by an interim, but the post will be deleted and replaced by Principal Litigation & Licensing Lawyer role – the new role is to be advertised mid - February 2023.
	Legal Officer (Property)	Covered by an interim	1.00	This role is currently covered by an interim, but the post will be deleted and replaced by Principal Contracts & Property Lawyer role – the new role is to be advertised mid - February 2023.
	Committee Manager	Recently advertised	0.57	This part-time role has been advertised three times, twice unsuccessfully. The first advertisement was on the TRDC website and social media only, the second also included standard job boards. The third time, it has been advertised on the TRDC website and social media and Association of Democratic Services Officers (ADSO) website. Interviews were held w/c 30/1 and 6/2 and we are hoping that an appointment can be made.
Electoral Services	Elections Manager	Covered by Interim	1.00	This role was advertised in May 2022 on the TRDC website and social media and through the Association of Electoral Administrators (AEA).
<b>Total P&amp;R</b>			<b>14.57</b>	

**Grand Total**

**30.18**