

Advertised Posts Not Filled 2002/03

Post	Department	Internal/ External Advert	Action Taken
Pilot Trolley Refreshment Service	Finance	Internal	Pilot cancelled
Receptionist	Development Services	External	No appointment. Covered internally
Housing Advisor/ Homelessness Officer	Health & Housing	Internal	Not re-advertised. Covered through internal secondments
Project Leader (Major Dev)	Development Services	Internal	Re-advertised 2003/04
Arboricultural Assistant	Development Services	External	Re-advertised and appointed to
Part time Area Housing Mgr (Fixed term)	Health & Housing	Internal	Covered through agency staff
Housing Needs Clerk	Health & Housing	Internal	Covered through internal secondments
Housing Needs Clerk/Assistant	Health & Housing	Internal	Covered through internal secondments
Part time Care Assistant	Health & Housing	External	Re-advertised 2003/04. Appointment made
Environmental Health Officer	Health & Housing	Internal	Covered through agency staff
Legal Assistant	City Secretary & Solicitor	External	Re-advertised & appointed to
Technical Administrator	Development Services	Internal	Re-advertised & appointed to 2003/04
Scheme Manager	Health & Housing	Internal	Covered through internal re-organisation
Planning Officer (Enforcement)	Development Services	External	Covered through agency staff
Central Control Operator	Health & Housing	External	Re-advertised & appointed 2003/04
Systems Administrator	Health & Housing	External	Covered through agency staff
Property Surveyor	Health & Housing	External	Covered through agency staff
Contract Surveyor	Health & Housing	External	Covered on temporary contract
Surveying Support Officer	Health & Housing	External	Covered on temporary contract – retired member of staff

Advertised Posts not filled 2003/04

Post	Department	Internal/ External Advert	Action Taken
Project Leader (Major Dev)	Development Services	External	Consultant appointed
Visiting Officer (Benefits)	Finance	External	3 posts advertised, 2 appointments made. 1 post re-advertised & appointment made
Receptionist/Admin Assistant	Community Services	External;	Not re-advertised. Covered through internal secondment
P/T Debtors Assistant	Finance	External	Re-advertised and appointment made
Parking Attendant	Development Services	External	3 posts advertised, 2 appointments made. 1 post re-advertised no appointment made
Programme Officer (Local Plan)	Development Services	External	Not re-advertised. Covered through internal secondment
Planning Officer (Maternity Cover)	Development Services	External	Covered through internal secondments
P/T Care Assistant	Health & Housing	External	Re-advertisement. Appointed 2004