

ESC_Recruitment_Advert_Request_with_office_fill
Reference: RAR38237I4

Please attach a job description, personal specification and any additional information (you can add more than one) *
Any other comments

See file 'Curator_botany.doc'

PLEASE NOTE

A covering letter and details of the collections team still need to be supplied. These will be completed by the 25th September for adding to the recruitment pack

Your Details

Name

Carolyn Holmes

Contact Phone Number*

0116 3054102

E-mail

carolyn.holmes@leics.gov.uk

Department*

Community Services

Base:

Holly Hayes

Name of Interviewing Manager (If different). This is required for access to electronic applications

Carolyn Holmes

Contact for Informal Enquires (if different)

Name

Carolyn Holmes

Contact Phone Number

0116 3054102

When the ESC opens the e mail containing this e-form, you will receive an automated response. If you do not receive this automated response within one working day please telephone our Employee Services Helpdesk on 3058815 or email eschelpdesk@leics.gov.uk If after referring to the [Recruitment and Selection Guide](#) and the Managers [Step by Step Guide](#) to the Recruitment and New Starter process you have an enquiry about recruitment, please contact the Employee Service Centre Helpdesk on 3058815 or email eschelpdesk@leics.gov.uk.

What Happens Next

Post Number Allocated (Office Use Only)

327CS

*

Please check and make any amendments as necessary

About the Job

What is the job title of the role being recruited? (Office Use Only)

Curator, Natural Life (Botany)

*

Job summary for any advertising

- Remember the purpose of this is to attract the best field of candidates who meet the essential requirements - (Supply 40 words that outline the key points of the Person Specification and Job Description).

(Office Use Only)

*

We want an enthusiastic curator with proven collections management, access and outreach skills to join the Specialist Museums Collections Team. You should be experienced, with good understanding of systematic botany in order to manage our collections, make them accessible and contribute to the communication of natural history.

Is a new, changed or existing job profile being used?

(Office Use Only)

*

New Job Profile

What is the grade of the job?

(Office Use Only)

*

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Salary to advertise

(Office Use Only)

*

£25,245 - £28,353

Is the role temporary or permanent

(Office Use Only)

*

permanent

If temporary, how long is the contract?

(Office Use Only)

Is the role full time or part time?

(Office Use Only)

*

full time

Number of hours per week

(Office Use Only)

*

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Working pattern (if applicable)

(Office Use Only)

What is the location address and post code for the role?

(Office Use Only)

*

Holly Hayes Environment and Heritage Resources Centre
Leicestershire County Council
216 Birstall Road
Birstall
Leicester
LE4 4DG

and
Collections Resources Centre
31 and 33 Hayhill
Barrow upon Soar
Loughborough
Leicestershire
LE12 8LD

Does the post involve safeguarding?

(Office Use Only)

*

Yes

Does the post need a CRB check?

(Office Use Only)

*

No

Do you wish to offer the relocation package

(Office Use Only)

No

*
Is the post Essential Car User
(Office Use Only)

No

Advertising

Your vacancy will be added to the jobs list on the Council's website and will appear in the Jobs Bulletin.

Do you want to advertise the
vacancy in specific publications?
(Office Use Only)

Yes_ I_d like to advertise other places

*
Please give the name of the
publication(s) you wish to
advertise in
(Office Use Only)

NatSCA curatorial website,Leicester University Museum Job
Site
http://www.le.ac.uk/ms/jobs/job_titles_jobid.htm,countryside
job service online,environment job service online

*
If advertising in other
publications you will need to
provide a cost code
(Office Use Only)

L45920004152

If you require any creative work on this please telephone our Employee Services Helpdesk on 3058815 – Please note that this may slow down the advertising process.

Other Details

Suggested interview date
(Office Use Only)

Closing date
(Office Use Only)

14 Oct
2009

If applications are to be sent to
a different address other than
the main ESC address please
indicate here:
(Office Use Only)

Do you need approval to
recruit?
(Office Use Only)

Yes

Date of approval given to recruit
(Office Use Only)

16 Sep 2009

Base:
(Office Use Only)

Holly Hayes