

VACANCY BULLETIN

Employment Skills Workshops

A new year, a fresh new start - our January 2021

Access2Employment employment skills workshops aim to give you the confidence and skills to successfully find and apply for a vacancy and to succeed in a job interview.

Delivered online, in a friendly and supportive environment, workshop dates are:

Introduction to Customer Service
21 January, 11am-12pm

Skills for Effective Job Searching
26 January, 11am-12pm

Prepare a Professional CV
28 January, 11am-12pm

Skills & Effective Job Searching
2 February, 11am-12pm

Prepare a Professional CV
4 February, 11am-12pm

Participating in Online Interviews
9 February, 11am-12pm

Men N2Work - starting 9 February



for more information or to register for a workshop.

PUBLIC SECTOR



West Lothian
Council

For the latest on vacancies within West Lothian Council, including:

- Business Growth Adviser x 2
- Social Care Support Workers
- Committee Officer
- Joiners x 3



VACANCIES

Manufacturing Process Technician – GMP, Pharmaceuticals/Biopharma/Life Sciences/ Fermentation, Livingston. via BR Recruitment [Details here](#)

Production Operative (FT Temporary), Broxburn. via Connect Appointments [Details here](#)

Production Operator (FT Permanent, Flexible Shifts Days Nights), West Lothian. via Zachary Daniels [Details here](#)

QA Specialist – GMP, Global Scientific Organisation (FT Permanent), Livingston. via BR Recruitment [Details here](#)

Quality Assurance Officer, Biotechnology Company (FT Permanent), Livingston. via Stem Recruitment Solutions [Details here](#)

Assembly & Test Technician, Electro / Mechanical Industry (FT Permanent), West Lothian. via REL Recruitment [Details here](#)

Manufacturing Technician, Medical Science (FT, Permanent, Shift0s) Livingston. via Eden Scott [Details here](#)

Cartoning Technician, Medical Devices (FT, Permanent, Shifts) Bathgate, via Michael Page [Details here](#)

Clean Room Operative/ Cleaner - Pharmaceutical Manufacturing (FT, Permanent, Shifts,) Livingston. via BR Recruitment [Details here](#)

QC Shift Supervisor - International Diagnostic Developer, (FT Permanent), Motherwell. via Stem Recruitment Solutions [Details here](#)

Deputy Manager (FT), Livingston. ALDI [Details here](#)

Interim Director of Corporate Services (FT, Temporary), Scotland Wide- home based. Who Cares? Scotland Closes 27/01/21 [Details here](#)

Digital Transformation Programme Manager (FT Permanent), Dunfermline. NHS Fife [Details here](#)

HR Manager (FT Permanent), Edinburgh. Social Care Alba closes 04/02/21 [Details here](#)

FEATURED VACANCY



Operations Manager (FT), Bathgate. Glenhaze
An exciting opportunity to work in an innovative and growing manufacturing business. Glenhaze are looking for an experienced Operations Manager to join them. See Job Description on LinkedIn [Details here](#)
Should you require any further information please speak to your Employment Adviser or email lain@glenhaze.com

LEARN TO SUCCEED



With over one thousand Open University courses available free, why not use lockdown to develop new skills, either for enjoyment or to enhance your employment prospects?

Courses include IT, Business, Marketing, Leadership, Coaching, Arts, Languages and many more.

For more information on the full range of courses available and how to access them - [Details here](#)

Young People

Medical Laboratory Assistant (FT "high school diploma or equivalent looking for a science-based role"), Livingston. IQVIA [Details here](#)

Junior Account Manager (FT), Edinburgh. Cargill Aqua Nutrition [Details here](#)

Mystery Shopper (casual), Broxburn. Serve Legal Ltd. [Details here](#)

Healthcare Support Worker Apprenticeship (FT), various across Edinburgh closes 29/01/21 [Details here](#)

Store Management Apprentice (FT Fixed Term Training Programme), Livingston. ALDI [Details here](#)

Career Starter Stores (FT Fixed Term Training Programme), Livingston. ALDI [Details here](#)

Sales Assistant (PT flexible), Bathgate. WHSmith [Details here](#)

Dental Nurse Modern Apprenticeship (FT), Broxburn. No9 Dental Practice closes 03/02/21 [Details here](#)

Childcare Apprenticeship (FT), Broxburn. Carousel Training closes 25/01/21 [Details here](#)

Apprentice Technology Assistant x 6 (FT), Livingston. SKY closes 14/02/21 [Details here](#)

Apprentice Business and Administration Assistant (FT), Livingston. Sky closes 14/02/21 [Details here](#)

Modern Apprenticeship Light Vehicle Mechanic (FT), Broxburn. SMTA closes 22/01/21 [Details here](#)

Apprentice Engineer (FT), Livingston. Linde Material Handling [Details here](#)

Apprentice Vehicle Technician (FT), Bathgate. Training be GTG [Details here](#)

Apprentice Vehicle Technician (FT), Broxburn. Training by GTG [Details here](#)

Apprentice Spray Painter (FT), Broxburn. Eastern Western Motor Group [Details here](#)

West Lothian College Virtual Open Day

West Lothian College are holding their first ever live virtual open day on Wednesday 3rd February 2021 through Microsoft Teams. This will give you an opportunity to meet lecturers from your area of interest, ask any questions you have and find out more information about your subject choice. For more information and to book a session [Details here](#)

West Lothian College are also recruiting
Work Based Assessor - Business [Details here](#)
Lecturer - Social Science [Details here](#)
Work Based Assessor - Social Services and Health Care [Details here](#)

MEN N2 WORK



Ready to move forward into a new or better job but not sure where to start?

Men N2 Work, a four week course delivered online, starts 9th February. This course will help you focus on what you want to achieve, set realistic goals, break down barriers and help you assess the financial implications of moving into a new job.

In addition, working with our experienced employment advisers, you will find out how to:

- identify employment opportunities
- recognise your key skills
- prepare a CV
- complete online job application
- be effective in online interviews

To find out more, why not join our ZOOM drop-in session on 3rd February, 1pm-2pm.

To book or for more information, phone **07799 131203** or email a2ewellbeingteam@westlothian.gov.uk

Additional Vacancies

Telephonist (FT), Livingston. NHS Scotland [Details here](#)

HSQE Coordinator (FT), Bathgate. Ketbray [Details here](#)

Sourcing Specialist – Micros (FT), Westfield Bathgate. Cargill Aqua Nutrition [Details here](#)

Asset Officer (FT Permanent), Livingston. Horizon Housing. closes 25/01/21 [Details here](#)

Mental Health Nurse (FT Permanent), Livingston. Regional Eating Disorders Unit, St John's Hospital closes 21/01/21 [Details here](#)

eHealth Developer (FT Fixed Term), Livingston. St John's Hospital closes 22/01/21 [Details here](#)

Care Assistant (FT or PT), various locations across West Lothian. SCRT [Details here](#)

Security Officer (FT), Livingston. TSS (Total Security Services) Ltd. [Details here](#)

Care Giver (PT), Livingston, Bathgate and Linlithgow. Home Instead, Senior Care closes 12/02/21 [Details here](#)

Care Giver (PT), Broxburn. Home Instead, Senior Care closes 01/02/21 [Details here](#)

Care Assistant (PT and FT Permanent), various locations across West Lothian. Constance Care [Details here](#)

Customer Care Administrator (FT), Livingston. Bellway Homes [Details here](#)

Administrator (PT), Homeworking. Humanist Society Scotland Edinburgh [Details here](#)

Additional Vacancies

Community Living Worker (PT), Falkirk/Larbert.
Neighbourhood Networks [Details here](#)

Health and Wellbeing Assistants (FT/PT), West Lothian and
other locations available. Wheatley Group [Details here](#)

Relief Health and Welfare Assistants (PT), West Lothian and
other locations available. Wheatley Group [Details here](#)

Sales Associate (PT), Livingston. Foot Locker [Details here](#)

Sales Associates, various opportunities,
Edinburgh/Glasgow. Foot Locker [Details here](#)

Online Facilitator (PT), Homebased. Liz Taylor [Details here](#)

Retail Supervisor (PT), Edinburgh. Sweaty Betty
[Details here](#)

Store Assistant (FT and PT), Livingston. ALDI [Details here](#)

Control Assurance Assistant (FT Permanent), The Gyle
Edinburgh. Sainsburys Bank [Details here](#)

Information Analyst (FT Fixed Term Contract) The Gyle
Edinburgh, Sainsburys Bank [Details here](#)

Retail Supervisor (PT), Bathgate. Farm Foods [Details here](#)

Domestic Supervisor (FT), Livingston. St Johns Hospital
closes 26/01/2021 [Details here](#)

Domestic Assistant (FT), Middleton Hall, Uphall. Four
Seasons Healthcare closes 19/01/21 [Details here](#)

Cleaning Supervisor (FT Temporary), Bathgate. Spectrum
Service Solutions [Details here](#)

Evening Cleaner (PT Temporary), Bathgate. Spectrum
Service Solutions [Details here](#)

Clean Room Operative – Cleaner, Livingston. via BR
Recruitment Ltd [Details here](#)

Staff Nurse (FT), Livingston. St Johns Hospital closes
20/01/21 [Details here](#)

Specialist Pharmacy Assistant (FT), Livingston. St Johns
Hospital closes 22/01/21 [Details here](#)

Admin Assistant General Medicine (FT), Livingston. St
John's Hospital closes 29/01/21 [Details here](#)

Workshop Service Team Administrator (FT), Livingston.
Central Fleet Solutions Ltd [Details here](#)

Team Administrator (FT), Livingston. Cyrenians closes
25/01/21 [Details here](#)

Part-Exchange & Marketing Administrator (FT), Falkirk.
closes 26/01/21 [Details here](#)

Telesales Executive (FT), Livingston. DMA Group
[Details here](#)

Telesales Business Executive (FT), Livingston. PaymentPlus
UK [Details here](#)

IT Trainee Support Administrator (PT Temporary Contract).
The Training Room (fees may apply) [Details here](#)

Plumber (FT Permanent), Dutton Recruitment.
Edinburgh (EH1) [Details here](#)

Planning Officer X2, (FT Permanent), Fairfield
House/Home Working. Mid Lothian Council Dalkeith
closes 09/02/21 [Details here](#)

Mobile Plant Operator Loading Shovel Operator (FT
Permanent), Levensat. , Carluke, Lanarkshire
[Details here](#)

Project Coordinator (FT) Bathgate. Catalent
[Details here](#)

Home Delivery Drivers (PT), Bathgate. Morrisons
[Details here](#)

Material Handler (FT), Edinburgh. Danfoss Power
Solutions [Details here](#)

Postal Delivery, (FT Temp), Livingston. via Blue Arrow
Recruitment [Details here](#)

Payroll Clerk (FT) Harthill. Via Murray Recruitment
[Details here](#)

Warehouse Operative (FT), Eurocentral. Finsbury Foods
[Details here](#)

Customer Service Advisor (FT), Livingston. SKY
[Details here](#)

Accounts Assistant (FT), Livingston. SKY [Details here](#)

HR Administrator (FT Fixed Term 12mth), Livingston.
via Escape Recruitment [Details here](#)

Quality Administrator (PT 12mth) Livingston. Escape
Recruitment [Details here](#)

Delivery Co-ordinator (FT), Livingston. Energy Assets
[Details here](#)

Administrator (FT Temporary), Livingston. via
Pertemps [Details here](#)

Project Support Officer (FT Temporary), Edinburgh.
Pertemps [Details here](#)

Receptionist (FT), Falkirk. SPS College closes 27/01/21
[Details here](#)

Receptionist, (FT), Livingston. Scottish Orthodontics
[Details here](#)

Office Assistant (FT Contract), Livingston. Nisha
Enterprises [Details here](#)

Customer Service Advisor (FT) Livingston, Subcold Ltd
– closing 31/01/2021 [Details here](#)

Service Booking Agent – Group Contact Centre (FT),
Broxburn. Eastern Western Motor Group [Details here](#)

Quality Support Assistant (FT), Livingston. Nisha
Enterprises [Details here](#)

Project Support Co-ordinator (FT), Livingston.
Everwarm [Details here](#)

Section Administrator (FT), Motherwell. Network Rail
[Details here](#)

Additional Vacancies

Fundraising & Partnerships Officer (PT), Home based. LEAP Sports Scotland. 1.2.21 - [Details here](#)

Policy and Research Officer (FT), Home based. MND Scotland, 25.1.21 - [Details here](#)

Surveyor Supervisor (FT Permanent) 2 sites between Glasgow/Edinburgh. Kier Group Plc. Closes 13/02/21 [Details here](#)

Maintenance Engineer – Electrical (FT Permanent), Livingston. via First Future Recruitment Services. closes 31/01/21 [Details here](#)

Quantity Surveyor (FT Permanent), 2 sites between Glasgow/Edinburgh. Babcock International Ltd. closes 12/02/21 [Details here](#)

Employment and Skills Trainer (FT Fixed Term to June 2022), Linlithgow. via Reed in Partnership [Details here](#)

Senior Cloud Systems Administrator (FT), Livingston/flexible homeworking. CirrusHQ [Details here](#)

Cloud Solutions Architect (FT), Livingston/flexible homeworking. CirrusHQ [Details here](#)

Project Services Trainer (FT), Livingston. IQVIA [Details here](#)

Request for Information [RFI] Developer 2 (FT), Livingston. IVQIA [Details here](#)

Inventory Control Associate 1/backshift, (FT), Livingston. IVQIA [Details here](#)

Logistics Co-ordinator (FT), Livingston. IVQIA [Details here](#)

Network Administrator-data (FT Permanent), Livingston. via Tata Consultancy Services. [Details here](#)

Management

Head of International Engagement (FT), Edinburgh. The Royal College of Surgeons, 25.01.21 – [Details here](#)

Managing Quantity Surveyor (FT Permanent), 2 sites between Glasgow/Edinburgh. Babcock International Ltd. closes 12/02/21 [Details here](#)

Programme Director (FT Fixed Term to June 2022), Linlithgow. via Reed in Partnership. closes 12/02/21 [Details here](#)

Training Manager (FT), Livingston. Valneva [Details here](#)

Shift Manager (FT), Westfield Bathgate. Cargill Aqua Nutrition [Details here](#)

Business Development Manager – Construction, Livingston – Permanent [Details here](#)

Digital Product Manager (FT), West Lothian. Ooni [Details here](#)

Head of Digital Marketing and E-commerce (FT), West Lothian. Ooni [Details here](#)

Purchasing Manager (FT Permanent), Livingston. Primal Strength Limited [Details here](#)

Regional Support Manager (FT), Broxburn. Halfords [Details here](#)

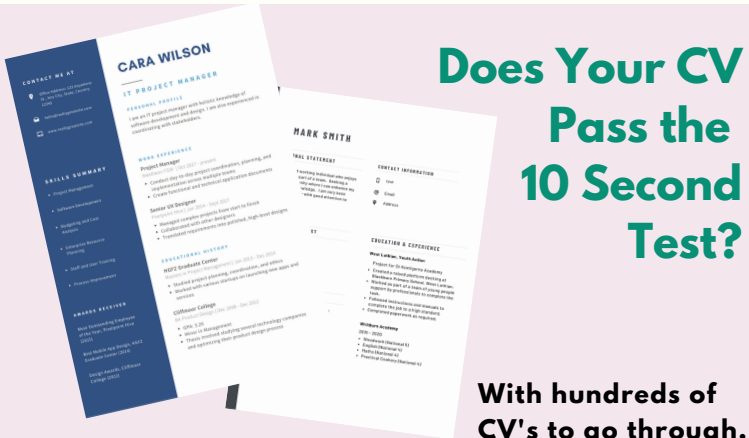
Political Affairs Manager (FT), Ingliston. National Farmers Union Scotland closes 30/01/21 [Details here](#)

Policy Manager- Environmental Resources (FT), Ingliston National Farmers Union Scotland closes 30/01/21 [Details here](#)

Forestry and Plant Machinery Sales Manager (FT; Permanent), Broxburn. Field and Forestry Machinery Ltd [Details here](#)

Laboratory Training Manager (Permanent), Livingston. via BR Recruitment [Details here](#)

Lead Officer Delivery Model and Verification Standards (FT; Permanent), Livingston. Scottish Government closes 08/02/21 [Details here](#)



Does Your CV
Pass the
10 Second
Test?

With hundreds of CV's to go through, prospective employers spend around 10 seconds looking at individual CV's.

A2E advisers will work with you to ensure your CV meets the first-impression criteria, from common mistakes to structure, formatting and presentation as well as advising on how best to promote your skills and experience.

For assistance, please call **0800 032 9768** or complete our CV questionnaire [here](#).



Financial
Wellbeing

The Scottish Child Payment provides low income families with an extra £10 per week for each child in the family under 6. The first payments are due to be paid from 15th February 2021 however families are being encouraged to apply in advance to help manage the demand.

The payment is for every child in the household UNDER 6 and is paid 4 x weekly in arrears to families in receipt of certain qualifying benefits. If the child turns 6 before 15th February 21 then the child does not qualify for the payment.

For more information contact the Advice Shop on 01506 283000 or complete the online referral form [here](#) and someone will call you back

Additional Management Vacancies

Young Person Guarantee Project – Manager (FT Fixed Term), Edinburgh, Capital City Partnership closes 29/01/21 [Details here](#)

Senior Developer (FT Permanent), Edinburgh. Student Awards Agency for Scotland (SAAS) closes 08/02/21 [Details here](#)

Chief Executive (FT Permanent), Edinburgh. Scottish Prison Service closes 25/01/21 [Details here](#)

Senior Policy Officer, (FT Permanent), Edinburgh. Scottish Government closes 29/01/21 [Details here](#)

Digital Assurance Office - Senior Engagement Manager (FT Permanent), Edinburgh. Scottish Government closes 08/02/21 [Details here](#)

Deputy Director - Census Operations (FT Fixed Term), Edinburgh. National Records of Scotland closes 25/01/21 [Details here](#)

Head of HR Resourcing - Strategy & Policy (FT Permanent), Edinburgh. Scottish Government closes 25/01/21 [Details here](#)

Shift Manager (FT), Westfield Bathgate. Cargill Aqua Nutrition [Details here](#)

Nursing Home Manager (FT), Livingston. Syk Recruitment [Details here](#)

Director of Community Engagement (FT Fixed Term), Edinburgh/Glasgow. Healthcare Improvement Scotland closes 24/01/21 [Details here](#)

Development Manager (FT), Edinburgh. Scottish Independent Advocacy Alliance closes 10/02/21 closing date 10th February [Details here](#)

Service Delivery Manager, Falkirk Young Persons' Services (FT Permanent), Falkirk. Linkliving, closes 31/01/21 [Details here](#)

Community Development Lead (PT), Wester Hailes. WHALE Arts Agency closes 27/01/21 [Details here](#)

Telephony Assistant Manager (FT), Edinburgh. Age Scotland closes 24/01/21 [Details here](#)

Director of Finance and Administration (FT), Edinburgh. Royal Lyceum Theatre closes 01/02/21 [Details here](#)

Digital & Campaigns Manager (FT), Edinburgh. Edinburgh International Festival closes 29/01/21 [Details here](#)

Head of Policy Scotland (FT Permanent), Edinburgh. The Soil Association closes 01/02/21 [Details here](#)

Director – Children and Young People's Centre for Justice (CYCJ) (FT), Glasgow. University of Strathclyde closes 01/02/21 [Details here](#)

**Business
Start Up**

**business
gateway**
Connect with us

A New Year, a new start - have you ever considered working for yourself, using your skills, talents and knowledge to shape your own future?

Business Gateway offer free, one-to-one support, helping you explore all aspects of starting up in business.

For more information or to arrange to speak to an adviser.



**One
to
One
Support**

One to one support is available from an Access2employment Employment Adviser who will assist with:

- Understanding your transferable skills
- Job searching
- CV preparation and a stand out cover letter
- Online applications
- Preparing for Interview

To book a telephone or online appointment with an Employment Adviser, contact us by:



Freephone: **0800 032 9768**



access2employment@westlothian.gov.uk



[Book an appointment](#)

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**West Lothian
Council**



EUROPE & SCOTLAND
European Social Fund
Investing in a Smart, Sustainable and Inclusive Future