**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

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| Job Details | | |
| Job Title: | Assistant Money Management Officer (Benefits) | |
| Salary Grade: | Salary: £28163 - £30060 ( + pay award of 3.2% which has just been agreed) | Grade: 7 |
| Hours: | 37 | |
| Team: | Money Management | |
| Service Area: | Independent Living Services, Adult Social Care | |
| Primary Location: | Abbey House, Abbey Close, Abingdon | |
| Budget responsibility: | None | |
| Responsible to: | Deputy Money Management Manager | |
| Responsible for: | N/A | |
| Job Purpose This is a brief overview of the key objectives of the job including the context within the team/department. | | |
| To provide support, advice and guidance to users of the service, their representatives, other team members and Adult Social Care workers on procedures relating to claiming and managing state benefits. To ensure that benefits are maximised and appropriate for users of the service. | | |
| Job ResponsibilitiesThis is a list of the main duties or tasks that the post holder will be expected to undertake. | | |
| 1. Responsible for ensuring benefit claims are made promptly for user of the Money Management service entitled to benefits.  2. Validating accuracy of benefit claims.  3. Ensure appropriate benefits are in payment for individuals using the Money Management Service.  4. To regularly review benefits for all individuals using the Money Management Service to ensure entitlement is maximised.  5. Assist in the establishment of Appointeeships and applications to the Court of Protection for Deputyship.  6. Liaise with Department of Work and Pensions and its Agencies, Housing Benefit Authorities, Social Landlords, Care Providers etc. in respect of benefit applications/processing & queries.  7. To check relevant systems in relation to Adult Social Care Fairer Charging policies and Care Home placement policies to ensure appropriate information is recorded and notify any required changes.  8. Review Fairer Charging/Care Home placement assessments, when appropriate but at least annually when annual benefit up rating is applied.  9. To record benefit information on the Money Management Service and Adult Social Care databases and ensure that benefit records/information is relevant and kept up to date.  10. Ensure that individual’s records on the Electronic Document Management System, SharePoint, reflect current benefit entitlement.  11. To maintain knowledge of Department of Work and Pensions benefits.  12. To maintain knowledge of Money Management policies and procedures.  13. This post holder is responsible for ensuring that all relevant County policies and procedures are adhered to and concerns are raised in accordance with these policies.  14. Work in accordance with the County council values and behaviours. | | |

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and in the order listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

**Essential Criteria**

- Strong communication skills – able to communicate clearly and effectively both in writing and verbally, including with individuals who may have learning disabilities or mental health needs.

- Empathy and interpersonal skills – able to build rapport and work sensitively with vulnerable adults.

- Organisational skills – able to manage competing priorities, meet deadlines, and work flexibly both independently and as part of a team.

- Numeracy and IT proficiency – confident using accounting and record-keeping systems, and comfortable with standard office software.

- Problem-solving ability – able to identify issues and take appropriate action within defined procedures.

- Commitment to public service values – able to work in accordance with Oxfordshire County Council’s values and behaviours.

- Experience working in a support or advisory role – ideally within a social care, housing, or financial setting.

- Minimum of 5 GCSEs including English and Mathematics or equivalent qualification.

**Desirable Criteria**

- Understanding of Department of Work and Pensions (DWP) benefits and how to claim them.

- Familiarity with Court of Protection, Office of the Public Guardian, and local authority procedures.

- Experience liaising with external agencies such as housing authorities, care providers, or financial institutions.

- Local knowledge of Oxfordshire communities and services.

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role include:

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| --- | --- | --- | --- | --- |
|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List | |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check | |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) | |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching | |  | Professional Registration |
|  | Non police personnel vetting | |  | Disqualification from Caring |
|  | Other (please specify): |  | | |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

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| Health & Safety at Work | | | | |
| You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy. | | | | |
| The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). | | | | |
|  | Provision of personal care on a regular basis | |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis | |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis | |  | Restricted postural change – prolonged standing |
|  | Night work | |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work | |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road | |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) | |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks | |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) | |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) | |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks | |  | Work with vibrating tools/ machinery |
|  | Work involving food handling | |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids | |  | Face-to-face contact with members of the public |
|  | Other (please specify): |  | | |

**Agile Working**

All staff may be required to work from a different base or in a different location at some point in the future in line with any Council or school needs.  Such changes will be made after proper consultation and shall be deemed to be reasonable after taking into account any personal requirements.