

# Job Description

## For Apprenticeship Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

### Section A: Specific Role Profile

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

#### Role Details

Job Title:	Financial Assessments Higher Apprentice	JEID	X0002
Salary Grade:	Apprenticeship Pay Scale		
Team:	Benefits, Assessments & Income Control		
Service Area:	Finance		
Primary Location:	Kings House, Bedworth		
Political Restriction	This position is not politically restricted.		
Responsible to:	BAIC Team Leader		
Responsible for:	N/A		

#### Role Purpose

To support the BAIC Team with financial assessment of individuals based on their individual resources according to Council policy and regulations; to provide advice, complete referrals, and signpost in relation to welfare benefits; and to collect information relevant to the financial assessment process from those individuals who have been assessed as needing a chargeable care service.

The skills, knowledge and behaviours developed in this post will enable the post-holder to complete the Level 4 Revenues and Benefits Welfare Practitioner as part of this apprenticeship.

#### Role Responsibilities

As an apprentice, the post-holder will develop key skills and competencies through vocational and off the job learning, by supporting and eventually mastering the following responsibilities:

- Undertaking financial assessments and making decisions according to Council policy and regulations
- Collecting information from individuals by telephone, in writing, or face to face, including visits to homes to collect information or provide details relating to the Authority's charging policies
- In conjunction with other relevant agencies, providing a benefits advice service to service users
- Completing and verifying income details, identifying any benefits to which the service user may be entitled and assisting with a claim for those benefits if required

- Assisting service users in identifying and determining any additional costs
- Ensuring that assessment and benefit information is shared as appropriate with other departments and agencies in accordance with legislative and regulatory requirements
- Liaising with Social Care and Finance colleagues and other agencies as required
- Maintaining up to date knowledge of all pensions and benefits, attending training and information sessions as necessary
- Carrying out role responsibilities in line with targets, timescales and the financial framework
- Contributing effectively to the identification and implementation of service improvements
- Undertaking any other duties that the County Council shall from time to time determine

## Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

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).

### Essential Criteria

Assessed By:

The ability to communicate with other people confidently and coherently, in person and/or in writing	A, I
Familiarity with standard IT software such as Microsoft Office and email	A, I
The ability to organise own workload and meet deadlines	A, I
A willingness to learn new knowledge and skills	A, I
A positive attitude towards working in a team and/or with customers	A, I
The ability to organise own travel requirements to attend work settings as and when required	A, I
A minimum of five GCSE passes, ideally including English and Maths at grade C / 4 or above	A, D
A commitment to anti-discriminatory practices in employment, training, and service delivery	A, I
Satisfactory completion of an enhanced check through Disclosure and Barring Service (this will be taken up if offered the post)	D

### Desirable Criteria

Assessed By:

A keen interest in the career pathway enabled by this apprenticeship	A, I
Any previous work experience in a customer service and/or office environment	A, I
Evidence of self-development, for example participation in extra-curricular activities such as Duke of Edinburgh Award, National Citizenship Service, or charity work	A, I
Knowledge of and interest in working for Warwickshire County Council and/or public services	A, I
A Levels or Level 3 equivalent qualifications	A, D

## Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

### Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

### Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen equipment)	<input type="checkbox"/> Work with vulnerable children or vulnerable adults
<input type="checkbox"/> Undertaking repetitive tasks	<input type="checkbox"/> Working with challenging behaviours
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public
<input type="checkbox"/> Other (please specify):	

