

**Job Description**

**Job Title:** Welfare Reform Project Officer

**Salary Grade:** Grade 4

**SCP:** 22 - 25

**Job Family:** Organisational Support

**Job Profile:** OS2

**Directorate:** People Services Directorate

**Job Ref No:**

**Work Environment:** Agile

Reports to: BusinessDevelopment Manager

**Number of Reports:** 0

**Purpose:**

To provide a range of specialist clerical, financial or support services through the appropriate application of a range of procedures and through co-ordinating a team.

**Key Responsibilities:**

* To analyse and interpret information and data in order to monitor and report the impacts of welfare reforms across the city / to residents
* To support the delivery of specific activity and projects intended to mitigate the impacts of welfare reform
* To provide analysis and supporting materials to develop and implement service improvements
* To investigate the circumstances, background and influences of situations to arrive at effective conclusions.
* To work effectively with others to build excellent relationships, find common solutions and develop and maintain clear working objectives

|  |
| --- |
| * To provide advice, guidance and support to colleagues, managers, employees,   customers and external organisations. |

* To communicate information verbally and / or in writing to different audiences
* To work effectively within agreed processes policies and timeframes
* To plan ,organise own workload working to targets and deadlines reprioritising tasks when required