



Coventry City Council

Job Description

Job Title:	Benefits Subsidy and Policy Lead	Job Number:	
Service:	Finance and Corporate Services	Post Number:	1027725
Location:	Friargate	Grade:	7

Our values:

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation.

Job Purpose:

1. To be the key technical lead on the administration of the Councils annual Housing Benefit subsidy certification, ensuring that subsidy to the council is maximised, that processes are legislatively compliant and that the housing benefit subsidy certification is completed in an accurate and timely manner.
2. Identify and lead on responses to policy changes to ensure new initiatives and solutions are implemented in a timely manner. Carry out research, compile reports and manage pieces of work on behalf of the Revenues and Benefits service

Main Duties and Responsibilities:

1. Liaise with external auditors and the Revenues and Benefits Leadership Team to ensure timely and accurate completion of the annual Housing Benefit Subsidy certification,
2. To lead on the completion of the initial discovery audit of the main Housing Benefit subsidy certification, ensuring full liaison with the external auditor and meeting agreed deadlines as set by the Systems and Compliance Manager and external audit.
3. Provide direction, technical expertise, and coaching in relation to the external auditor's workbooks. This includes balancing, explaining calculations, payments, adjustments, and all relevant legislation relating to the subsidy claim.
4. Monitor areas of potential subsidy loss. Make decisions regarding appropriate actions to be taken including the development and implementation of post audit action plans.
5. Ensure accuracy in the payment of Housing Benefit claims, proactively identifying where errors are made and making recommendations for improvement.
6. To maintain an extensive knowledge of Housing Benefit and Local Council Tax Support legislation and a working knowledge of other supporting benefits. To interpret and implement legislation, statutory procedures and local requirements into service delivery ensuring that good working practices are fully documented and adopted by employees
7. Identify new initiatives and solutions, and coordinate and lead the implementation of new initiatives and technologies to support the Councils key objectives,

8. Develop and maintain effective and accurate provision of performance information, statistical data, briefing notes and formal reports for Revenues and Benefits services, Revenues and Benefits Leadership Team, for elected members and other stakeholders as required.
9. Support the Operational Managers in the proactive management of the service areas ensuring customer requirements and key objectives are met.
10. Interpret and implement changes in legislation and policy to enable the council to fulfil its statutory duties
11. Participate in and lead, where appropriate, meetings with consultation groups, and other stakeholders to support new initiatives, service provision and project delivery.
12. Represent and support the Revenues and Benefits Leadership Team at meetings with Elected Members, senior managers within the council, and other stakeholders, including public meetings.

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: N/A

Responsible to: Systems and Compliance Manager

Date Reviewed: May 2022

Updated: August 2022



Coventry City Council

Person Specification

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Service:	Finance and Corporate Services	Post Number:	
Location:	Friargate	Grade:	

Area	Description
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Knowledge:	<ul style="list-style-type: none"> • An extensive knowledge of Housing Benefit legislation and a working knowledge of Housing Benefit Subsidy
	<ul style="list-style-type: none"> • Knowledge of the authorities' associated strategies relevant to the Revenues and Benefits service
	<ul style="list-style-type: none"> • Good understanding of the principles and practice of performance management, policy implementation, project management and continuous improvement in a complex service
	<ul style="list-style-type: none"> • Knowledge of current, potential future and proposed legislative developments affecting the Revenues and Benefit service

Skills and Abilities:	<ul style="list-style-type: none"> • Highly developed communication skills, written, oral and presentational
	<ul style="list-style-type: none"> • Self-management skills, to enable workload organisation, prioritisation and implementation with minimal supervision
	<ul style="list-style-type: none"> • Ability to understand and interpret written information, numerical data and statistics and prepare reports to assist decision making
	<ul style="list-style-type: none"> • Ability to review current working practices and recognise and introduce innovative solutions by way of partnerships and new technology to improve service delivery in both the short and long term
	<ul style="list-style-type: none"> • Ability to deliver quality outcomes to pre-determined deadlines
	<ul style="list-style-type: none"> • Good people management and interpersonal skills

Experience:	<ul style="list-style-type: none"> • Experience of managing the Housing Benefit subsidy certification process
	<ul style="list-style-type: none"> • Negotiating, developing, managing and delivery of service projects and developments within agreed timescales to meet the needs of a wide range of stakeholders
	<ul style="list-style-type: none"> • Experience of undertaking analytical research and presenting findings to provide creative business solutions which have resulted in service improvements
	<ul style="list-style-type: none"> • Substantial experience of working in a revenues and benefits environment dealing with income related assessments

Educational:	<ul style="list-style-type: none">• Evidence of continuous professional development

Special Requirements:	<ul style="list-style-type: none">• Registration to the Department for Works and Pensions (DWP) Employee Authentication System (if required). This will involve the completion of a character Declaration and confidentiality agreement.• A declaration of interest form will be required to be completed annually.• This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).
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