



Benefits Officer
Revenues and Benefits Team
Permanent, 37 hours per week
(part time hours could be considered)
Scale 5, Salary £21,074 - £23,111

Who we are... Rutland County Council is the smallest Unitary Authority in England, but just because we are a small team does not mean we cannot make a big difference, *multum-in parvo* is our motto! Rutland offers fantastic opportunities to make a real difference to the lives of residents in our local community – we really are one of the best places to live, learn, work, play and visit. This is your chance to become part of an amazing team, delivering great services throughout the county.

Who you are... Able to deal sensitively with difficult situations and often complex queries, you will utilise your communication skills to accurately advise customers on entitlement to benefits. Organised, and with a great attention to detail, you will bring a high level of motivation and professionalism to the role. Happy to work without close supervision, you will be able to work efficiently as part of a team.

What we need from you... Ideally with previous experience of working in a benefits team, processing claims for local council tax support, housing benefits and other discretionary payments, you will understand the importance of working within current legislation and our policies. This will enable you to provide an efficient customer focussed response to claimants, landlords and welfare organisations. Additional training will be provided to support you to get to grips quickly with this varied role.

What we offer in return... Work that makes a difference to people's lives within this beautiful county, in addition to structured salary reviews, local government pension scheme, discounted access to 'Active Rutland' keep fit activities and Flexi-Time to name just a few!

We act as 'One Council' in all we do, with each of us working together in the most effective way to meet the needs of our customers every day – if you share this ethos then we really want to hear from you...

What to do now... Please visit www.rutland.gov.uk for more information. For an informal discussion about the role please contact Andrea Grinney, Revenues and Benefits Manager on 01572 758227 or email: agrinney@rutland.gov.uk.

The closing date for applications will be 22nd January 2019 and interviews will take place on Tuesday 5th February 2019.

All recruitment correspondence, including interview details, will be sent out via email. If you require documentation/correspondence in an alternative format, please contact the HR team.

Rutland County Council is committed to Equality and Diversity and welcomes applications from all sections of the community.

Everyone at Rutland County Council has a responsibility for, and is committed to, safeguarding and promoting the welfare of Children, Young People and Vulnerable Adults and for ensuring that they are protected from harm.

