

**Job Description**

**Job Title: Financial Resilience Officer**

**Salary Grade: Grade 5**

**SCP: 17-22**

**Job Family: People Care**

**Job Profile: PC 3**

**Directorate: Neighbourhoods**

**Work Environment: 30 West Sunniside and agile working**

**Reports to: Financial Resilience Co-ordinator**

**Purpose**

1. To support the Financial Resilience Co-ordinator to deliver a range of projects, initiatives and activity that supports improved financial resilience and wellbeing as part of the Neighbourhood Directorates approach to Community Resilience.

2. To support the delivery of a Financial Resilience Toolkit (Resilience Web Pages & Checklist) supported by an ongoing annual programme of activity including (but not restricted to) online support; communications and campaigns; and training and training resources.

3. To work as part of a team that delivers high quality services within a specified area.

**Main Duties and Responsibilities**

1. To deliver a programme of financial resilience/inclusion activity based on the Financial Resilience Toolkit (Resilience Web Pages & Checklist).

2. To deliver training and awareness sessions to a range of services and organisations to support financial resilience.

3. To promote financial resilience at a variety of events and forums.

4. To deliver a comparison and switching service (including to residents) that will be widely promoted linking into the Workplace Alliance affordable warm homes scheme and winter planning; targeting low income families in the city.

5. To access Health Champion training and support the Health Champion Network events. Promote and signpost people to the Live Life Well Hub and support Public Health to make links between financial and wider health and wellbeing activity and support.

6. To measure activity outputs and outcomes using appropriate tools and techniques.

7. To provide information and data for performance reports.

8. To engage with stakeholders in service planning and development opportunities.

**Other Duties**

1. Maintain records via electronic and paper management systems.

2. Maintain knowledge to provide information and advice through written and spoken mechanisms.

3. Maintain and update knowledge via journals and websites to provide up to date, accurate information and thinking.

4. Work in a non-judgemental way and advise and empower clients in line with Council aims and objectives, including equal opportunities.

5. The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct and all other Council Policies.

6. The post holder must comply with the Council’s Health and safety rules and regulations and with Health and safety legislation.

7. The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Council.

8. The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

9. To comply with the principles and requirements of the Data Protection Act 2018 and GDPR in relation to the management of Council records and information and respect the privacy of personal information held by the Council.