

FoI/19/00060 – Job descriptions of the staff employed in the Reserved Benefits Policy team within the Social Security Reserved Benefits and Strategic Engagement Division

1.

C3 – [REDACTED]

Main Duties

The postholder will lead the new division, reporting to the Social Security Director, and will:

- Establish then lead the new division, scoping the division's work and identifying the skills and grade distribution of the staff required to deliver the division's objectives and recruit accordingly. Motivate, support and develop the people, ensuring regular monthly conversations are held and that teams have the capacity and capability to undertake the work required. [REDACTED]
- Lead the division's people and activity in order that we develop authoritative and credible proposals for Ministers on the policy, operational and technical issues associated with reserved benefits, securing expert advice and analysis as required. [REDACTED]
- Personally influence and engage with Ministers, special advisers and senior civil servants (Deputy Directors and Directors) on plans, ensuring coherence with the Government's wider strategies and priorities for poverty, fair work, employability, children and families. [REDACTED]
- [REDACTED]
- Ensure the Division's work features strongly as the Scottish Government engages with stakeholders on reserved benefits, demonstrating credibility, building consensus and managing issues with sensitivity and due regard to the wider political context. [REDACTED]

2.

C1 – [REDACTED]

Main Duties

- [REDACTED]
- [REDACTED]
- [REDACTED]
- Work collaboratively with colleagues across the SG to develop policy within the context of wider SG policy priorities on social justice and child poverty, early years and the fair work agenda.
- [REDACTED]
- [REDACTED]
- Lead stakeholder engagement across these topics, which may include establishing and supporting advisory groups as well as seeking informed and expert input to policy development.
- Manage a team of B band staff.

3.

C1 – [REDACTED]

Main Duties

The roleholder will lead policy development across the range of currently reserved benefits with a particular focus on working age benefits - Universal Credit and the legacy benefits it replaces (Job Seekers Allowance, Income Support, Employment Support Allowance, Tax Credits and Housing Benefit) – [REDACTED]. In particular the postholder will:

- Develop the Scottish Government's approach to Universal Credit, the roll out of which has been roundly criticised by the Scottish Government, opposition parties and stakeholders.
- [REDACTED]
- [REDACTED]
- Work collaboratively with colleagues across the SG to develop policy within the context of wider SG policy priorities on child poverty, in-work poverty, transitions to work, support with the costs of childcare, low pay and the fair work agenda.
- [REDACTED]
- [REDACTED]
- Manage a small team of B band staff.

4.

B3 – [REDACTED]

Main Duties

- Work with [REDACTED] to develop the Scottish Government's approach to Universal Credit, the roll out of which has been roundly criticised by the Scottish Government, opposition parties and stakeholders.
- Work collaboratively with colleagues across the Scottish Government to develop policy within the context of wider Scottish Government policy priorities on child poverty, housing, employment support, childcare, low pay and the fair work agenda.
- [REDACTED]
- Lead stakeholder engagement on working age benefits and reflect that in policy development.
- Provide advice to Ministers on reserved working age benefits issues, managing the team's input to MACCS, PQS and other briefing requests.
- Manage 1 x B2 and 1 x B1.

5.

B3 – [REDACTED]

Main Duties

- Develop and maintain positive relationships with the DWP, Scottish Government policy leads, business analysts and product owners, as well as housing, local authority and third sector stakeholders to successfully implement the Scottish UC flexibilities.
- To work with internal and external stakeholders to develop policy and delivery options for Ministers on split payments of UC.
- Instruct solicitors to draft required legislation for split payments, lead the consultation exercise and manage stakeholder expectations.
- Working with the DWP, SG analysts and finance colleagues to undertake a 6 month review of the costs and assumptions and negotiate new delivery costs.
- Line manage [REDACTED] (B2)

6.

B3 – [REDACTED]

Main Duties

- Policy lead for the Income Supplement for low income families, as announced in Scotland's Child Poverty Delivery Plan.
- [REDACTED]
- Work collaboratively with colleagues across the Scottish Government to develop policy within the context of wider Scottish Government priorities, including social justice and child poverty, early years and the fair work agenda.
- Support stakeholder engagement across these topics, helping to build consensus and [REDACTED].
- [REDACTED]
- Provide advice to Ministers and senior colleagues on a range of issues, managing the team's input to MACCS, PQs and other briefing requests.
- Provide line management and development to 1 x B2 and 1 x B1 (line management responsibility will be shared with the team's other B3 and arrangements for this will be made in post).

7.

B2 – [REDACTED]

Main Duties

- Working with [REDACTED] to support the implementation of the Scottish Universal Credit Choices. Including helping to develop the policy on split payments.
- Pro-actively engaging with stakeholders internally across the Scottish Government and externally within the UK Government and the third sector. The post holder will need to develop strong relationships and be a point of contact for queries about the Scottish Government's work on Universal Credit. There will also be the opportunity to give presentations on our work to stakeholders.
- Managing a B1 [REDACTED], whose role requires providing support across the team.

- Drafting PQ's, Ministerial Briefing, FOI's and MACCS cases.
- Dealing with ad hoc request for lines/briefing contributions from across the Scottish Government.

8.

B2 – [REDACTED]

- **Main Duties**
 - Provide policy support to the Division's B3's on a range of subjects, including working-age benefits, [REDACTED].
 - Assist on advising Ministers on reserved benefits issues, making sure that briefing requests, MACCS, PQs, FOIs etc are completed on time.
 - Maintain the team's core briefing documents.
 - Lead on discrete areas of reserved benefits policy to be agreed, [REDACTED].
 - Develop governance arrangements to support this work, including a light-touch project management approach. Work with the B1 to ensure these governance arrangements are applied consistently and effectively to support delivery.
 - Manage 1 x B1

9.

B1 – [REDACTED]

Main Duties

- Provide general policy support across the unit, including working with colleagues across the Scottish Government to contribute to the development of policy in key areas.
- Provide the secretariat function for several working groups, including ensuring arrangements for meetings are in place, papers are collated and distributed and actions are up-to-date.
- Maintain the team's core briefs, other key documents and correspondence trackers, ensuring they are updated with information about developing issues.
- Provide draft responses to MACCS and FOIs cases and provide contributions to ministerial briefing, submissions and speeches, within corporate deadlines and taking account of ministerial preferences.
- Contribute to Divisional and Directorate corporate initiatives and programmes as required either individually, or as part of a team.

10.

B1 – [REDACTED]

Main Duties

- Lead on researching an aspect of reserved benefits (to be agreed with the individual) [REDACTED].

- Drafting responses to correspondence from members of the public on reserved benefit issues and informing them of the Scottish Governments position on these issues.
- Deal with miscellaneous requests and briefing requests for information, including Freedom of Information Requests, cascading information as appropriate, and providing general administrative support.
- [REDACTED]
- Support [REDACTED] as required.