ADAPTATIONS ASSISTANCE OFFICER (AAO)

PAY SCALE	**NJC Grade 6 SCP 8 – 11**
CONTRACT TYPE	**Fixed Term Contract (2 years)** **22.2 hours per week**
LOCATION	***The Lantern, Sundorne, Shrewsbury, with hybrid working arrangements***
CLOSING DATE	14th December 2026

Our vision is - Shropshire living the best life.

Shropshire Council is a unitary authority which serves the rural county of Shropshire. One of the most important things about working here is the knowledge that you're working to help others and the real sense of achievement and purpose that brings.

The people of Shropshire are rightly proud of their county's assets, its natural beauty, its history, its diverse economy, its vibrant culture.

About the role

The purpose of this role is to provide financial and administrative support for the delivery of Major Adaptation Grant (MAG) funded adaptations. The post supports the effective, timely and compliant use of MAG and related funding to enable vulnerable residents to live safely and independently in their homes.

About you

You will adopt a customer-focused approach when delivering your service, ensuring appropriate engagement with service users and maintaining a professional personal profile. You will act as an advocate for your service and work collaboratively with colleagues across the Council to meet the needs of the people of Shropshire.

You will meet individual, service and personal development targets agreed through the Performance Development Review process, learn from experience and commit to continuous improvement as an employee of the Council. You will work with colleagues to meet team performance indicators, support a culture of team working and ensure

the team functions successfully in support of the Council's corporate and service objectives.

You will meet the behaviours and competencies adopted by the Council in the way you achieve your objectives and carry out your work. A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible.

The post-holder will promote and engage with the Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.

Benefits

We value our employees and offer staff rewards and plenty of opportunities for personal development, apprenticeships and career progression including:

- Generous annual leave commencing at 28 days increasing with service to 33 days (pro rata for part time). With additional annual leave purchase policy.
- Access to a benefits platform with a wide range of retail discounts and salary sacrifice schemes (cars, bikes, AVCs)
- Employer contribution Pension Scheme Shropshire County Pension Fund
- Supportive carers and parental policies (maternity, paternity, adoption leave, special leave)
- Many opportunities for flexible and agile working, we offer a hybrid model of working to promote flexible working around personal and family commitments.
- Access to counselling and occupational health services
- Staff networks

How to apply

We would love to get to know you more so please give us a call if you would like to discuss this role or our team. You can contact David Gregg on 01743251813.

When you are ready to apply, you will need to complete the online application form detailing what you can bring to the role which is outlined within the job description and how you meet the job requirements within the person specification. We look forward to hearing from you!