

Two Councils - One Team

Job Families

South Norfolk and Broadland District Councils
Roles and Job Families

Administrator

Administrator

Broadly Active Administrator

Business Support Administrator

Business Support Administrator CNC

Business Support Administrator (FSL and Environment)

Business Support Administrator (Planning, Land Charges and Environment)

Civic Officer

Customer Service Assistant

Customer Service Advisor

Customer Service Coordinator

Event and Communities Support Officer

Facilities Administrator

Financial Transactions Officer

Governance Support Officer

HR Administrator

Help Hub Support Coordinator (District Direct)

Help Hub Support Officer

Scanning Officer

Warm Homes Fund Administrator

Workshop Administrator

Senior Administrator

Help Hub Support Lead

Apprentice

Business Administration Support
Apprentice

Community Support Apprentice

HR Apprentice

IT and Digital Apprentice

L and D Apprentice

Workshop Technician Apprentice

Case/Operations Worker

Aerobics Instructor	Benefits Assessment Officer	Caretaker (The House)	Caretaker (The Lodge)
Cleansing Operative	Community Connector	Community Safety and Intervention Lead	Community Wellbeing Officer
Community Wellbeing Officer (Broadly Active)	Delivery Driver	District Direct Visiting Officer	Exercise Referral Instructor
Fitness Advisor	Grounds Maintenance Chargehand	Grounds Maintenance Operative	HGV Sweeper Driver
Housing First Support Officer	Housing Officer	Leisure Assistant	Maintenance Engineer
Office Cleaner	Parking Services Manager	Pest Control Officer	Revenues Inspector
Senior Grounds Maintenance Operative	Streets Chargehand	Team Leader	Waste Collection Driver
Waste Collection Operative	Workshop Technician	Yard Support	

Manager

Assistant Service Manager

Business Support Manager

Centre Manager

Community Assets Manager

Compliance Manager

Contracts, Policy and
Partnerships Manager

Democratic Services
Manager

Facilities Manager

Housing Development and
Enabling Lead

Housing Standards Technical
Support Manager

Housing and Benefits
Manager

Housing and Health
Manager

Infrastructure and IT
Business Support Manager

Leisure Operations Manager

Operations and Customer
Services Manager

Planning Business
Improvement Team

Prevention and Advice
Manager

Quality and Safety Manager

Training and Development
Manager

Transport Manager

Senior Case/ Field Worker

Communities Manager

Community Officer

Events and Communities
Coordinator

Events and Communities
Coordinator (Young People)

Events and Communities
Coordinator (Young People)

Lead Community Connector

Senior Case/Operations Worker

Area Team Leader

Care and Repair Officer

Commercial Executive

Debt and Welfare Officer

District Direct Officer

Handyperson

Homelessness and Rough Sleeping
Coordinator

Housing Solution Officer

Housing Solution Officer (Domestic
Abuse Specialist)

Senior District Direct Officer

Senior Workshop Technician

Warm Homes Fund Support Officer

Welfare Rights Officer

Workshop Manager

Senior Case/Operations Worker

Facilities Team Leader

Senior Manager

CNC Service Manager	Development Manager	Electoral Services Manager
Finance Manager	Governance Manager	Growth Delivery Team Manager
Help Hub Senior Manager	Housing Standards Senior Manager	Housing and Wellbeing Senior Manager
Internal Consultancy Senior Lead CTAX/NNDR	Place Shaping Team Manager	Programme Manager- Economic Growth
Revenues Manager	Senior Finance Business Partner	Skills and Training Project Manager
Strategic Marketing and Communications Manager	Strategy and Programmes Manager	Systems Architect and Development Lead
Transformation Manager	Transformation, Innovation and Internal Consultancy Manager	Waste Senior Operations Manager

Senior Specialist

Digital Intervention Lead

Environmental Protection Manager

Food, Safety and Licensing Team
Manager

Internal Audit Manager

Technical Advisor

Accountancy Assistant

Assistant Centre Manager

Business Support Officer Technical
CNC

Business Support Officer Technical
Food, Licensing and Environment

Business Support Officer Technical
Land Charges

Business Support Officer Technical
Planning

CTAX Officer

Community Protection and
Environmental Support Officer

Contracts Assistant

Country Park Ranger

Covid Support Advisor

Customer Services and
Administration Assistant

Electoral Services Officer

Environmental Protection
Technical Support

Financial Systems Officer

Gazetteer and Addressing Officer

IT Business Support Officer

Internal Audit Trainee

Licensing and Enforcement
Technical Admin Officer

NNDR Officer

Planning Policy Assistant

Policy and Evaluation Analyst

Quality Assurance and Subsidy
Advisor

Recovery Officer

Senior Customer Services and
Admin Assistant

Senior Enforcement Officer

Spatial Monitoring Officer

System and Information Advisor

Systems Administrator

Systems and Controls Officer

Senior Technical Advisor

Activities Manager	Assistant Business Partner	Assistant Business Partner- Data and Payroll	Assistant OD Business Partner
Assistant OD Business Partner- Employment and Skills	Assistant Surveyor	Business Regulatory Support Hub Coordinator	Business Support Improvement Officer
Business Support Team Leader FSL and Environmental Services	Business Support Team Leader Land Charges	Business Support Team Leader Planning	Business support Team Leader CNC
CIL Officer	CIL and S106 Officer	Capital and Treasury Accountant	Community Assets Management Officer
Community Planning Officer	Community Protection Officer	Compliance Assistant	Compliance Officer
Conservation and Tree Officer	Contracts Officer	Corporate Accountant	Creative Design Lead
Data and GIS Analyst	Data and Systems Coordinator	Democratic Services Officer	Developer
Economic Development Officer	Emergency Planning Officer	Finance Business Partner	Finance System Project Manager

Senior Technical Advisor

Heritage Officer

Housing Enabling Officer

Housing Technical Advisor

Housing Technical Officer

Housing and Benefits Senior
Technical Advisor

IT Infrastructure and Network
Officer

Internal Consultancy Assistant
Finance

Licensing and Enforcement Officer

Marketing and Communications
Officer

OD Business Partner

Parking and Civil Enforcement
Officer

Plan Checker

Planning Officer

Private Sector Leasing Officer

Project Coordinator (Green
Infrastructure)

Recycling and Partnerships Officer

Senior CTAX Officer

Senior Homelessness and Rough
Sleepers Coordinator

Senior IT Business Support Officer

Senior Marketing Officer

Senior NNDR Officer

Senior Systems and Controls
Officer

Skills Development Officer

Strategy and Data Officer

Sustainability Officer

Swim Teacher (50W)

Swim Teacher (TTO)

Systems Officer

Transformation and Innovation
Officer

Warm Homes Fund Project
Coordinator

Web Services Lead

Specialist

Business and Executive Assistant to
Director

Community Enforcement Officer

Community Infrastructure Officer

Environmental Management
Officer

Executive Assistant to MD and
Leaders

HR Business Partner

Internal Consultancy Lead
Governance

Internal Consultancy Lead Housing
Standards, Communities and Early

Internal Consultancy Lead Waste
Services

Internal Consultancy Officer
Housing and Benefits

Landscape Architect

Leisure Business Development
Manager (Sales and Service)

Licensing Team Leader

Policy and Partnerships Officer

Principal Infrastructure and
Planning Policy Officer

Principal Planning Officer

Principal Planning Policy Officer

Projects and Programme Manager

Senior Building Control Technician

Senior Communications Officer

Senior Community Planning Officer

Senior Community Protection
Officer

Senior Electoral Services Officer

Senior Environmental Health
Officer

Senior Environmental Health
Officer (Food Safety)

Senior Environmental
Management Officer

Senior Governance Officer

Senior Heritage and Design Officer

Specialist

Senior Planning Officer

Senior Planning Policy Officer

Strategic Growth Projects Manager

Surveyor

Systems Support Lead

Technical Projects Lead

Transformation and Innovation
Lead Officer