

Job Description

Department:	People and Communities
Division/Section:	Social Care Commissioning
Job Title:	Brokerage Officer
Grade:	8
Reports to:	Brokerage & Contracts Managers
Organisation Chart:	<pre> graph TD HOSC[Head Of Social Care] --> BM[Brokerage Manager] HOSC --> QIT[Quality Improvement Team] HOSC --> C[Commissioners (x7)] BM --> BO[Brokerage Officer] </pre>
DBS Check applicable?	Basic <input checked="" type="checkbox"/> Standard <input type="checkbox"/> Enhanced <input type="checkbox"/> None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Line Management responsibility for:	No. of direct reports: None No. of indirect reports: None
Size of budget:	Accountable for direct spend, but no direct budget responsibility - state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)

Job Purpose:	<p>The Brokerage Officer role is a specialist position negotiating care service contracts with independent care and support service providers to ensure fair cost of care and to meet Local Authority austerity measures</p> <p>Providing knowledge, guidance, support along with documented outcomes to staff teams, thereby adding and ensuring value for money</p> <p>Skill set: Excellent negotiator Effective communicator at all levels Highly motivated Able to deliver challenging deadlines Operational knowledge of contract and schedule construction</p>
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Main Duties and Responsibilities:

- Review service provision contracts across a range of adult social care services to ensure appropriate provision and continued efficiency and value for money
- Negotiate or re-negotiate individual service placements with independent care and support service providers
- Highlight opportunities for cost savings leading to acceptance by providers and implementation
- Undertake risk assessments across all areas of responsibility ensuring that effective control and monitoring mechanisms are in place to adequately manage the level of risk
- To maintain close and effective liaison with social workers, service users, care co-ordinators and care providers
- Provide an initial focal point for Providers and Operational Teams; provide practical assistance and advice to Senior Management, Operational Teams, and Providers
- Support the Commissioners/Brokerage Manager at provider meetings and other corporate meetings
- Act as a point of contact for social workers, care co-ordinators and independent sector providers when issues are identified around the provision of care and support
- To deputise for the Brokerage and Contracts Manager when necessary (Annual Leave, sickness etc.)
- Support or lead on monitoring and reporting requirements, including the production of management reports on a timely basis
- Participation in team meetings
- Any other duties appropriate for the role and grade

WORKING RELATIONSHIPS

- Accountable to: Brokerage and Contract Manager

<ul style="list-style-type: none"> Accountable for: not applicable Liaise with: <ul style="list-style-type: none"> Independent Social Care Providers Communities Team Social Care Workers NHS Peterborough & Cambridgeshire (Clinical Commissioning Group(s) and NHS including Continuing Healthcare Team) 			
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>		
Flexibility Clause:	<p>Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.</p>		
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>		
DATE:	January 2017	COMPLETED BY:	Linda Hind