

Person Specification

JOB TITLE:	Brokerage Officer	POST NO:	B2588
GRADE:	8	DEPARTMENT:	People and Communities
HOURS	37 per week	DIRECTOR:	
DIVISION:	Social Care Commissioning	COMPLETED BY:	Linda Hind
DATE:	January 2017		

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	Knowledge and experience of negotiating and managing public sector contracts	Experience in a Local Authority
SKILLS & ABILITIES	<p>Excellent communication skills, written and oral, articulate and innovative</p> <p>Confidence to present complex information to a wide range of audiences and to contribute to group workstreams</p> <p>A proven track record of achievement in delivering major projects within budget and on time</p>	<p>Knowledge of procurement legislation and Local Government Contract Rules and policies</p>
EXPERIENCE	<p>Proven experience of negotiating private sector contracts</p> <p>Experience of managing purchases that require the use of analysis and assessment skills</p> <p>Experience of working with a range of professionals in-house and in the care industry</p> <p>IT proficient, primarily with Microsoft Office/Google packages</p>	<p>Experience of risk management, corporate governance and quality management systems</p>
QUALIFICATIONS	Literate and numerate; with minimum qualifications of: Degree and/or alternative professional qualification or alternative through experience	Local Authority experience

PERSONAL CIRCUMSTANCES	Must be able to work flexibly to meet the needs of the service Valid UK or European driving licence	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities	
CUSTOMER CARE	Knowledge and understanding of effective customer care	