

## Job Description

<b>Department:</b>	Commissioning
<b>Division/Section:</b>	People and Communities
<b>Job Title:</b>	Brokerage Officer
<b>Post No:</b>	
<b>Grade:</b>	7
<b>Reports to:</b>	Strategic Brokerage Manager
<b>Organisation Chart:</b>  <b>Show immediate manager and any jobs reporting to this post.</b>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; text-align: center;">Strategic Brokerage Manager</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Broker</div>
<b>DBS Check applicable?</b>	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced Y None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b>  <p style="text-align: center;"><b>No</b></p>
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>
<b>Size of budget:</b> (Per annum)	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring)  <p style="text-align: right;">Budget should exclude salary costs</p>
<b>Job Purpose:</b>	To contribute to the effective running of the team and office. Providing office administration, financial, management and supervision support services, to ensure that services are delivered to a high standard. To enable the Council to deliver a customer focussed service more effectively and efficiently.

## Main Duties and Responsibilities:

### Office Support

- £ Respond to service requests for permanent nursing and residential care placements across Peterborough.
- £ Respond to the need for managing block contracts with Providers and teams to ensure efficiency in care planning.
- £ Negotiate and manage care placement prices with independent sector care homes.
- £ Sourcing of Domiciliary Care packages across Peterborough.
- £ Recording detailed notes on Mosaic.
- £ Provide timely and effective administrative support:
- £ Respond to queries, liaising with Officers, Managers and departments to ensure all advice and communication (telephone, letters, emails, face-to-face) is delivered to City Council standards and regulatory guidelines
- £ Responsible for overseeing document & data management (paper and electronic), including filing and distributing documents
- £ Oversee the collection, collation & manipulation of a wide range of information using Peterborough City Council information systems, to generate reports, prepare letters, memos and documents.
- £ Arrange meetings, training events and collect and organise all supporting materials, distributing agendas and minutes as required.
- £ Undertake general clerical & administrative tasks and support the team and service as required.

### Financial Support

- Assist with monitoring and/or management of budgets in accordance with City council financial processes, systems and instructions as necessary
- Ensure that City Council financial processes and systems are complied with
- Undertake financial support duties as required to support the efficient delivery of services

### Management Support

- Provide administrative support to the Brokerage Manager/Team
- Provide discharge/new referrals information for management reports
- Oversee that meetings and events are properly planned and arrangements co-ordinated
- Ensure records of meetings are taken and necessary follow up action undertaken
- Use and maintain the Council's databases and information systems to produce reports, presentations, undertake analysis and provide recommendations for action
- Plan, prepare and co-ordinate the agenda for all meetings, to ensure the timely and effective presentation of information to facilitate the meeting's work
- Advise and inform others on matters relating to own job or section or directorate
- Represent team/section at meetings and on working groups

<b>Generic Responsibilities:</b>	<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 &amp; 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>
<b>Flexibility Clause:</b>	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

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	a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<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:**

**COMPLETED BY:**

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## Person Specification

**JOB TITLE:**

**POST NO:**

**GRADE:**

**DEPARTMENT:**

**HOURS**

**DIVISION:**

**DIRECTOR:**

**DATE:**

**COMPLETED BY:**

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge and experience of negotiating and managing public sector contracts (A &amp; I)</li> </ul>	Experience in a Local Authority (A & I)
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>Excellent communication skills, written and oral, articulate and innovative (A &amp; I)</li> <li>Confidence to present complex information to a wide range of audiences and to contribute to group workstreams (A &amp; I)</li> <li>A proven track record of achievement in delivering major projects within budget, on time (A &amp; I)</li> <li>Knowledge of procurement legislation and Local Government Contract Rules and policies (A &amp; I)</li> </ul>	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Proven experience of negotiating private sector contracts, to achieve corporate objectives (A &amp; I)</li> <li>Experience of managing purchases that requires analysis, comparison and assessment (A &amp; I)</li> <li>Experience of working with a range of professionals in-house and in the Care Industry (A &amp; I)</li> <li>IT proficient, primarily with Microsoft Office packages (A &amp; I)</li> </ul>	Experience of risk management, corporate governance and quality management systems (A & I)
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Literate and numerate; with minimum qualifications of: Educated to A level, NVQ3 or equivalent standard (e.g. GNVQ, Certificate in Management, BTech)</li> </ul>	Local Authority experience (A & I)
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>Must be able to work flexibly to meet the needs of the service (A &amp; I)</li> </ul>	
<b>EQUALITY</b>	<ul style="list-style-type: none"> <li>Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A &amp; I)</li> </ul>	

<b>CUSTOMER CARE</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of effective customer care (A &amp; I)</li> </ul>	
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*[ At the end of each criteria the following codes are used to indicate how the criteria will be assessed:  
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*

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