



Job Profile

Position Details	
Post	Brokerage Officer
Service Area	Commissioning
Reports to	Team manager
Grade	SO1 Spinal Point 29-31
Job Family	

Role Purpose
To broker a cost effective and timely service for children and vulnerable adults. You will be responsible for finding services for venerable adult. You will be working with Adults Service teams to achieve good outcomes, develop working relationship with providers and to contribute to managing the market in Haringey.

Main Responsibilities
<ol style="list-style-type: none">1. To respond positively and professionally to referrals by Social Workers, ensuring the quality of information enables the identification of placements that meet the adults assessed needs.2. To receive and screen referrals, prioritising of needs and availability of resources and where appropriate, liaise with other colleagues, partners and external placement providers to ensure detailed assessment and prioritising.3. To work with internal departments and external agencies on a daily basis.4. To ensure the care provisions comply with CQC.5. To manage and maintain effective information on the care systems, inputting all placement data on Mosaic/SAP / Dynamic Purchasing System (DPS) or any other IT systems and reporting on data to ensure that accurate information is available at all times.6. You will maintain a good understanding and awareness of Haringey Council's policies and procedures in relation to safeguarding of vulnerable adults. You will ensure that 'Making Safeguarding Personal' is embedded into the work that you undertake within the service area.7. To attend and contribute to single and multi-agency meetings as required.

8. To contribute to the creation and maintenance of good working relationships at all levels with internal and external partner agencies, external placement providers and with the public.
9. To ensure that appropriate contract / purchase order are in place and issued to providers of service.
10. To be a proactively contribute to a problem solving and be an effective teamwork.
11. To have due regard to health and safety in relation to self and all care provisions that we broker.
12. To keep abreast of developments in all allocated cases and attend both the Review Meeting and funding Panel as required.
13. You will be informing/influencing placement planning in line with corporate objectives and promoting alternatives as appropriate.
14. You may need to attend safeguarding, professionals', care planning, disruption as well as any other relevant meetings.
15. To assist in the investigation of complaints and concerns as required by head of service in accordance with the corporate procedures.
16. To provide a responsive service to emergencies ensuring the safety and well-being of the vulnerable adults or child which sometimes involve working outside core hours.
17. To assist in securing good outcomes for children and the most efficient use of the council's resources, producing written reports and statistical information as requested.
18. To attend training events and development activities as may be necessary in order to carry and develop the designated role.
19. Understanding, knowledge and ability to follow guidelines that ensures compliance to Health and Safety at Work, Data Protection and other statutory requirements.
20. Knowledge and experience of using IT/working knowledge adequate or sound knowledge required etc.
21. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
22. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential/
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	Desirable
1. Experience of working in social care field vulnerable adults.	D
2. Experience of working or liaising with independent sector providers, including experience of drawing up contracts, fee negotiations, service specifications or funding agreements.	D
3. Experience of brokering of services and contract management.	D
4. Effective organisational skills – able to self – manage & prioritise own work	E
5. Good written and verbal communication skills.	E
6. Integrity and values – is able to maintain the highest standards in personal, professional relationships and behaviour with young people, families, colleagues and other professionals.	E
7. The ability to be an effective member of a team	E
8. Ability to use information technology in the performance of duties of post.	E
9. Ability to understand budgetary information.	E
10. Ability to work towards and contribute to performance management quality assurance systems for the department work with children's and families.	E
11. knowledge of the Care Act 2014 and subsequent legislation relevant to the role	E
12. Knowledge relating to the commissioning of care provisions and monitoring of these arrangements.	D
13. Knowledge of the principles underpinning the promotion of equality of opportunity, and the ability to translate these into action.	E
14. Ability to demonstrate a commitment to Equal Opportunities for users & staff & anti discriminatory practices.	E
15. Proven skills and ability of providing customer centred, high quality services in social care and / or health care setting.	D
16. Ability to understand care package and cost structure and proven track record to formulate strategies to achieve value for money.	D
17. An ability and proven experience to work effectively and collaboratively with people who use services and across agencies to	E

<p>build strong working partnerships, managing conflict and differing perspectives to achieve good outcomes.</p> <p>18. Proficiency in the use and understanding of IT and Information Management and data protection legislation.</p> <p>19. Ability to use Information Technology in performance of duties of post (Must be able to use Word, Excel and MS Outlook).</p>	<p>E</p> <p>E</p>
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20. Dimensions & Main Contacts
<p><u>Dimensions:</u></p> <ol style="list-style-type: none"> 1. Will be responsible for ensuring compliance with regulatory contract management responsibilities and procurement of care packages 2. Will need to ensure Council expenditure is aligned to Value for Money principles, securing best value for clients and the Council. 3. Provide budgetary expenditure updates for Children and Young People Services (CYPS) and vulnerable Adults <p><u>Main Contacts:</u></p> <ol style="list-style-type: none"> 1. Adult Services 2. Corporate Finance Team 3. Mosaic/SAP / DPS Team 4. Commissioning Team 5. Performance Team 6. Payments Team 7. Personal Budget Team 8. Regulatory bodies such as Ofsted and CQC

Additional Information

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
Yes				
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis. If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	100%	Use of a computer.	Yes	90%
Audio typing.	Yes	10%	Crisis or conflict situations.	Yes	10%
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	

Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
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Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Regular and repetitive movements.	Yes	90%	Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	Yes	90%
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, adults.	Yes	90%	Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Yes – procuring client care packages through procuring services.
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

To assist in the development and maintenance of a date base of resources ensuring that information is accurate, current and meets the needs of the service. To use this information to advice social workers/Team Managers in relation to purchasing care packages.

- Mosaic
- SAP
- Dynamic Purchasing System

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

No