

CAMBRIDGESHIRE COUNTY COUNCIL: JOB DESCRIPTION	
POSITION: Broker	REPORTS TO: Lead Broker
SERVICE: Brokerage Team	DIRECTORATE, OFFICE: Commissioning, P&C
GRADE: NJC Pay Scale 5	LOCATION: Stanton House, Huntingdon/Remote working
JOB PURPOSE:	ROLE DIMENSIONS
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.	Hours: (37) People: (1 FTE) Budget:
CORPORATE & JOB SPECIFIC ACCOUNTABILITIES	SERVICES/PARTNERS
Office Support (60%) • Respond to service requests for permanent nursing and residential care placements across Cambridgeshire. • Respond to the need for managing block contacts 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 Cambridgeshire. • 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 County 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 CCC 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.	SERVICE • Locality Teams, including hospitals • Health/CCG colleagues • Independent Providers • Members of the public Colleagues within CCC

Financial Support (10%) • Assist with monitoring and/or management of budgets in accordance with County council financial processes, systems and instructions as necessary • Ensure that County Council financial processes and systems are complied with • Undertake financial support duties as required to support the efficient delivery of services	
Management Support (20%) • 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	
Health & Safety (5%) • Ensure the maintenance of a healthy and safe working environment • Take action to reduce the risk to self and others.	
Role Specific (5%) • Ensure understanding of core business of the Section/Office. • Undertake other tasks and responsibilities as required in the delivery of Council services • Work flexibly with other secretarial staff within the team at all levels to ensure that workloads and key positions are covered in the event of absence or need	

CAMBRIDGESHIRE COUNTY COUNCIL: PERSON SPECIFICATION

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QUALIFICATIONS	
Essential - Educated to A Level standard, NVQ3 or equivalent standard (e.g. GNVQ, Certificate in Management, BTech) - IT Qualified to CLAIT/IBT2/RSA/ECDL	Desirable - NVQ level 3 in Administration or Management - NVQ Assessor
KNOWLEDGE AND EXPERIENCE	
Essential - Extensive office administrative experience - Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and associated office packages - Knowledge of health and safety legislation - Knowledge of Data Protection and Equal Opportunities legislation and their requirements - Understanding of financial management, procedures and processes	Desirable - Knowledge of Care providers/wider market - Knowledge of office budget management - Knowledge of Council policies & procedures - Experience of local authority working - Understanding of project management principles - Has portfolio of achievements
SKILLS	
Essential - Able to prioritise workload - Able to consistently produce work of a high standard - Good interpersonal skills – able to communicate in a friendly, open and constructive manner - Able to work on own initiative with minimal supervision - Commitment to continuous service development - Confident to ongoing personal and role development	Desirable - Approachable and adaptable - Ability to grasp, assimilate and apply information and concepts quickly

BEHAVIOURS	
Working Together • I establish credibility and work co-operatively with colleagues and customers • I maintain good practice as well as making future improvements • • Integrity • I make decisions without bias • I explain clearly to colleagues and customers how these decisions will impact on service delivery	Respect • I am aware of the positive and negative impact I can and could make on colleagues and customers • I am considerate when using and working with our resources, and take responsibility for managing them • • Excellence • I plan and anticipate changes in working practice • I logically identify the best approach in continuing to meet my objectives and delivery excellent outcomes