

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

Commissioning Officer – Brokerage

Education, Children's Services Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.



West
Northamptonshire
Council

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.

Purpose and impact:

The Education Senior Brokerage Officer will be responsible for seeking external placements and Independent and Non-Maintained Special School (INMSS) places, arranging individual placement contracts, and undertaking the associated monitoring and review of such placement contracts for children with Special Educational Needs.

The Education Senior Brokerage Officer will ensure that the placements commissioned meet the needs of the children and young people placed, are of high quality to deliver the outcomes required for each child and achieve value for money.

The education Senior Brokerage Officer will use existing frameworks/ contracts and market knowledge to secure education placements.

The Senior Brokerage officer will be required to provide support, advice and information to Education providers, parents, carers, and young people and seek innovative and imaginative education solutions for service users with a variety of special educational needs.

The Senior Brokerage Officer will also need to take the lead on developing relationships with independent schools and settings, and to work with social care colleagues and the Virtual School where appropriate.

The Education Senior Brokerage officer will also be required to support the wider education commissioning team with commissioned services, and project work where appropriate.

Accountable to:

This role is accountable to the Education Commissioning Manager and will also support the wider Education Services Teams. The education commissioning officer will also be expected to work alongside health and social care teams.

Responsibilities:

1. To proactively and assertively engage with the Education Health Care team and other operational staff in using Brokerage to find creative and cost-effective solutions in accordance with Education Health and care plans and statutory duties.
2. To work as a category specialist developing key knowledge and understanding in relation to a specific area of the market.
3. To stimulate the market for the provision of services for customers with a variety of needs through effective relationship building, and negotiation of costs and quality.
4. To undertake a liaison role with Education, Health and social care teams establishing a 'joint working relationship, offering support and guidance on how brokerage works and raising with the Brokerage Team Leader any concerns that arise.

5. To attend panels and case planning / review meetings as required & agreed by the Education Commissioning Manager – contributing to the case management and annual review process.
6. To support Education Commissioning Officers and the EHC team the in achieving team outcomes and providing specific advice on difficult cases.
7. To manage relationships with schools and education providers to ensure high quality good value provision; to negotiate fees for services, in compliance with the Council's policy and fee levels.
8. To ensure that a high level of confidentiality is maintained in all aspects of work.
9. To maximise personal productivity, minimise duplication and errors; and manage our information efficiently and securely to reduce risk, through effective use of Office 365 and our internal IT systems and applications.
10. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
11. Demonstrate awareness and understanding of other people's behavioural, physical, social and welfare needs and ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Ability to think creatively, high degree of computer literacy	Essential	A, I
Good interpersonal skills with ability to liaise effectively with a wide range of stakeholders at all levels including children, young people and families	Essential	A, I
Sound financial skills to negotiate, efficient and quality education placements and services	Essential	A, I
Self-motivated individual who is adaptable, receptive to new ideas and is willing to and able to adjust to new demands and circumstances	Essential	A, I
Be able to act independently with less contact from manager, using own initiative to work within departmental policy and manage own workload, seeking advice when required	Essential	A, I
The ability to resolve day to day problems independently, using own judgement and analysis of the situation to come to a decision. Where there are few options or solutions available, for example booking panel appointments, assisting with planning and being able to reprioritise work in the event of unexpected situations/interruptions	Essential	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, I

Knowledge:	Essential / Desirable	Measured by
Experience of negotiating education placements and costs with schools and settings	Essential	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience of working in education, health or social care setting ideally in commissioning or within the EHC team	Essential	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
Good standard of education	Essential	A, T, I, P
NVQ Level 3 in relevant area (social Care, Health, Housing)	Essential	A, T, I, P

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance, and verification of certificates.

Day-to-day in the role:

Hours:	37 hours per week	Primary work base:	One Angel Square, Northampton
Job family band:	Band 7	Worker type:	Part-flexible
Salary range:	£38,234 - £40,778	Budget responsibility:	None
People management responsibility:	None		

Working conditions and how we work:

We are open to discussions about flexible working. This role can be carried out from a fixed location, or as a part-flexible worker type. This means that you will be able to work from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

T Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
H High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
R Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
I Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
V Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
E Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture”

Should you require this document in another format or language, please contact:

Careers@westnorthants.gov.uk

When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
 - **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
 - **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
 - **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.
- We want you to have balance and be happy.

