**About the role**

Are you an ambitious and inspirational individual with the capability to make a difference to people’s lives by making high quality care placements in a timely and cost-effective way?

Then we want to hear from you!

Cambridgeshire County Council is looking for Brokers to support our Brokerage Team on a permanent basis. This is a unique opportunity to be part of an established high performing team with an outstanding reputation for leading the way in our Adult’s Commissioning Directorate.

Can you rise to the challenge? Cambridgeshire County Council is embarking on a new phase of service delivery and this brings some exciting opportunities to work with us.  If you have the passion for putting social care at the heart of everything you do and the ambition to help shape our future, we would love to hear from you.

**If you would welcome this new challenge then apply online today or, for an informal discussion about the role, contact** [**ashley.collop@cambridgeshire.gov.uk**](mailto:ashley.collop@cambridgeshire.gov.uk)

Appointment to this post will be subject to the outcome of a Standard Disclosure obtained through the Disclosure and Barring Service. 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.

**What will you be doing?**

The successful candidate will:

* Respond to service requests for care home and community services using our block and spot contracts across Cambridgeshire
* Manage an active case load of referrals and effectively communicate with providers, Service Users, families and professionals via email and telephone
* Negotiate and manage care placement prices with independent sector care homes and care agencies
* Record detailed notes on our case management system (Mosaic) and use the Microsoft Office package on a daily basis and be proficient in its use
* Assist with monitoring and/or management of budgets in accordance with County council financial processes, systems and instructions as necessary
* Undertake general clerical & administrative tasks and support the team and service as required.
* 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

**About you**

The successful candidate will be:

* Educated to GCSE Level standard, NVQ3 or equivalent standard (e.g. GNVQ, Certificate in Management, BTech) with C grades in Maths and English
* Extensive office administrative experience
* Fully proficient at using IT systems, with a good working knowledge the Microsoft Office package
* Knowledge of Data Protection and Equal Opportunities legislation and their requirements
* Understanding of financial management, procedures and processes
* Able to prioritise workload and manage multiple cases
* Able to consistently produce work of a high standard
* Good interpersonal skills – able to communicate in a friendly, open and constructive manner via email and telephone
* Able to work on own initiative with minimal supervision
* Commitment to continuous service development
* Adaptable and flexible to the needs of the Team with a willingness to learn and develop