

CAMBRIDGESHIRE COUNTY COUNCIL: JOB DESCRIPTION

POSITION:	Broker	REPORTS TO:	Lead Broker
SERVICE:	Brokerage Team	DIRECTORATE, OFFICE:	Adults, Health, and Commissioning Directorate
GRADE:	NJC Pay Scale 5- £27,711- £30,060	LOCATION:	Hybrid: Currently Stanton House, Huntingdon/Remote working (may be subject to change under the Office Rationalisation Plan). Office working minimum once per week
JOB PURPOSE:			ROLE DIMENSIONS
To contribute to the effective running of the service. Sourcing both care placements and care packages for Socially Funded Service Users by working closely with providers, Social Work Teams and hospitals to build strong relationships and securing cost-effective placements through negotiation.			Hours: (37) People: (4 FTE)
CORPORATE & JOB SPECIFIC ACCOUNTABILITIES			SERVICES/PARTNERS
CORPORATE & JOB SPECIFIC ACCOUNTABILITIES SERVICES/PARTNERS Office Support (60%) <ul style="list-style-type: none"> • Respond to service requests for short term and permanent nursing and residential care placements, care packages, supported living, day opportunities for a wide variety of Service Users, some with complex needs • Respond to the need for managing block contacts with Providers and Social Work Teams to ensure efficiency in care planning and efficient use of resources • Negotiate and manage care placement prices with independent sector care homes and care agencies • Recording detailed notes on the internal case management system- 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 electronically • Undertake general clerical & administrative tasks and support the team and service as required. 			SERVICE <ul style="list-style-type: none"> • Social Work Teams • Health / ICB colleagues including hospitals • Independent Providers

<p>Financial Support (10%)</p> <ul style="list-style-type: none"> • 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 	
<p><u>Management Support (20%)</u></p> <ul style="list-style-type: none"> • Provide administrative support to the Head of Service/Strategic Lead/Brokerage Manager/Lead Brokers • Provide discharge/new referrals information for management reports • Use and maintain the Council's databases and information systems to produce reports, presentations, undertake analysis and provide recommendations for action • Advise and inform others on matters relating to own job or section or directorate 	
<p>Health & Safety (5%)</p> <ul style="list-style-type: none"> • Ensure the maintenance of a healthy and safe working environment • Take action to reduce the risk to self and others. 	
<p>Role Specific (5%)</p> <ul style="list-style-type: none"> • Ensure understanding of core business of the Section/Office. • Undertake other tasks and responsibilities as required in the delivery of Council services 	

CAMBRIDGESHIRE COUNTY COUNCIL: PERSON SPECIFICATION

POSITION: Broker	REPORTS TO: Lead Broker
SERVICE: Brokerage Team	DIRECTORATE, OFFICE: Adults, Health, and Commissioning Directorate
GRADE: NJC Pay Scale 5- £27,711- £30,060	LOCATION: Hybrid: Currently Stanton House, Huntingdon/Remote working (may be subject to change under the Office Rationalisation Plan). Compulsory office working minimum once per week and may be more with mandatory Team and Training days.
QUALIFICATIONS	
Essential <ul style="list-style-type: none"> Educated to GCSE Level standard, NVQ3 or equivalent standard (e.g. GNVQ, Certificate in Management, BTech). Requirement of Maths and English Grade C or above 	Desirable <ul style="list-style-type: none"> NVQ level 3 in Administration or Management
KNOWLEDGE AND EXPERIENCE	
Essential <ul style="list-style-type: none"> Extensive office administrative experience Fully proficient at using IT systems, with a good working knowledge of Microsoft Windows and associated office packages Knowledge of Data Protection and Equal Opportunities legislation and their requirements Understanding of financial management, procedures and processes 	Desirable <ul style="list-style-type: none"> 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 Portfolio of achievements

SKILLS	
Essential <ul style="list-style-type: none"> • 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 via email and telephone with those internal and external to the organisation • Able to work on own initiative with minimal supervision • Commitment to continuous service development • Commitment to ongoing personal and role development 	Desirable <ul style="list-style-type: none"> • Approachable and adaptable • Ability to grasp, assimilate and apply information and concepts quickly • Strong negotiation skills