

Job Title: Senior Brokerage Officer	Role Profile Number: PCDH113
Grade: Q	Date Prepared: January 2022
Directorate/Group: Children's Services	Reporting to: Placements and Brokerage Team Manager
Structure Chart attached:	No

Job Purpose

The Senior Brokerage Officer work alongside the Team Manager to ensure a senior level of oversight of all searches for placements/ services for children and advise and support the team of Placement and Brokerage Officers to determine priorities.

The Senior Brokerage Officer will ensure that placements and services offer value for money and quality services/ care. They will work closely with External Providers, Social Work Teams, Contracts Officer and Strategic Commissioner to ensure that quality services and placements are provided for children and good outcomes consistently achieved.

Key Accountabilities

- Chair team daily meetings (in the absence of Team Manager) to evidence management oversight and grip of current searches to ensure that work is prioritised, distributed across team and risks identified
- Provide direction and decision making (alongside or in absence of Team Manager) for Placement and Brokerage Officers
- To ensure that there are high quality, compliant Individual Purchase Agreements for all services and placements brokered
- Work alongside Placement and Brokerage Officers and Social Work Teams to develop the quality of children's profiles
- Support and lead complex placement searches for children
- To promote the use of stability and disruption meetings (and attend where appropriate) for placements to improve placement stability
- Meet regularly with stakeholders in brokerage functions to review effectiveness of processes and services commissioned
- To represent the team at wider service meetings to assist with planning of services/ placements and monitoring of quality
- To attend (and where appropriate chair) meetings with providers in relation to individual placements

for children (to ensure quality oversight, to challenge performance/ outcomes/ incidents of concern)

- Work closely with Contracts Officer to escalate concerns about individual placements
- Work closely with Social Workers and Contracts Officer when placement OFSTED ratings decline to 'requires improvement' or 'Inadequate'
- Visit providers to establish and maintain positive working relationships
- To support the collation and presentation of data and information about the teams' activity
- Motivate and develop the team through learning opportunities that ensure the competencies and professional practice required to achieve the aims and objectives of the service are met.
- In liaison with the Team Manager, contribute to service improvement and development planning within the team
- Promote the development and maintenance of high standards within the team in accordance with the Councils and the Service's values and behaviours
- Contribute to and participate in his/her own personal development programme
- Undertake any other duties and responsibilities as required by the Team Manager commensurate with the grade of the post

Supplementary Accountabilities

- Ensure value for money is achieved and where possible costs are negotiated, reviewed and reduced
- Evidence appropriate and full use of in house fostering resource where possible
- To ensure that delegation schemes for decision making are followed across the team
- To escalate any concerns relating to the delivery of the service to the Team Manager
- Provide supervision to staff where required

Knowledge & Experience

Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:

- Experience in commissioning/ brokerage/ purchasing
- Experience of working in a role that delivers services to children and/ or families
- A focus on performance management and service development
- Experience of quality oversight of services, working with contracts and providing challenge when services under deliver
- Experience of managing relationships with providers
- An understanding of the needs of children (particularly children in care and safeguarding)
- Ability to communicate effectively verbally and in writing.
- Highly developed inter-personal, motivational, and negotiating skills.
- Advanced analytical and problem solving skills
- Team working skills
- Good numeracy skills and use of word, excel and database IT
- Ability to undertake research and gather relevant data
- Ability to present key data visually, verbally, and in a written format to inform decision-making
- Effective time management and ability to work to tight deadlines in often pressured environment
- Excellent organisational and IT skills

Decision Making

- To determine priorities within the team and to support Placement and Brokerage Officers to progress searches for services/ placements in a timely way
- Gather information and make recommendations regarding placement/ service quality, appropriate use and matching of services
- To be competent in using existing delegation schemes and escalating concerns or decisions as required

Creativity and Innovation

- To respond to situations using knowledge and experience to interpret the challenges faced and offer guidance and creative solutions to meet children's needs

Qualifications

- Degree level education or equivalent experience is required

<u>Job Scope</u>	<u>Budget Holder</u>	
Number and types of jobs managed	Responsibility	No – not directly, but plays a key role in ensuring that services are delivered within budget and savings are identified and secured wherever possible.
Typical tasks supervised/allocated to others	Asset Responsibility	Nil

Contacts and Relationships

(how the role relates to the work of others i.e. officers, groups, committees, general public, members, partner organisations, internal and external contacts of the council)

- Work closely with social work and SEND operational teams to understand and prioritise the needs of children and to follow process to identify and review services for children.
- Work closely with colleagues in commissioning to escalate concerns about providers and to share knowledge of trends identified through operational work.
- To build operational relationships with external providers, to seek and offer feedback, support and challenge where providers are not performing.

Other Key Features of the Role

- Due to the nature of the work and in accordance with the demands of the post the post holder may be required to work outside of normal office hours from time to time for which time off in lieu of payment may be taken at a time to be agreed with the line manager. Overtime will not be paid.
- The post holder will be required to maintain strict confidentiality in relation to individual children and

young people and must accept that he/she may come in to contact with information which he/she may find distressing. This post is subject to a DBS check.

- The post holder will need to have a valid driving licence and access to an appropriately insured vehicle, as face-to-face visits to providers (and associated facilities such as activity centres, children’s homes and offices) will be required.

Employee Signature:	Print Name:
Date:	
Line Managers Signature:	Print Name:
Date:	