



APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Darlington Borough Council.

Completed forms can be e-mailed to recruitment@xentrall.org.uk or posted to **Xentrall Recruitment Services, PO Box 891, Stockton on Tees, TS19 1JT**, marking the envelope in the top left hand corner with the post reference number.

In accordance with our recruitment procedures, your application will only be considered if it is received on or before the closing date, as shown in the advertisement.

In the interests of economy, applications received via the post are not automatically acknowledged. If you require confirmation that your application has been received please enclose a stamped addressed envelope or telephone 01642 526992.

If you have not been contacted within 4 weeks of the closing date for receipt of applications, please assume that on this occasion your application has not been successful.

Brokerage Officer

Vacancy ID: 007580

Salary: £17,072.00 - £17,772.00 Annually

Closing Date: 01/06/2017

Benefits & Grade

Grade I

Contract Details

Up to 3 Posts, Permanent

Contract Hours

37 hours per week

Disclosure

The successful applicant will be subject to a standard DBS check

Interview Date

Interviews are to be held on 07/06/17. You will be advised via email if you have been selected for interview by 14:30 on 05/06/17.

Job Advert

We are seeking to appoint Brokerage Officers to source and make payments of care packages to meet assessed needs for Adult Social Care.

Your duties will include sourcing the care package and processing payments to our home care provider, paying supplier/provider invoices, dealing with service user queries and other general office duties.

You should have effective organisational and communication skills and enjoy working as part of a team. You should be able to work on your own initiative and be able to work accurately and effectively under pressure in order to meet deadlines whilst maintaining the highest standards of service delivery.

For detailed information on this role, please refer to the Job Description and Person Specification.

For a further informal discussion, please contact Heather McQuade, Finance Manager, on 01325 405407.

The successful candidates may be required to attend training on 15 June 2017.

An online application form and further information are available from www.darlington.gov.uk/job-vacancies. Alternatively, you can contact Xentrall Recruitment Services, Tel: (01642) 526992 or email: recruitment@xentrall.org.uk

DARLINGTON BOROUGH COUNCIL
NEIGHBOURHOOD SERVICES & RESOURCES

JOB DESCRIPTION

<u>POST TITLE :</u>	Brokerage Officer
<u>GRADE :</u>	Grade I
<u>JOB EVALUATION NO.</u>	E3400
<u>REPORTING RELATIONSHIP</u>	Brokerage Team Leader
<u>JOB PURPOSE :</u>	To source Care Packages to meet assessed needs for Adult Social Care, develop and maintain information on local care providers' availability including all associated financial and administrative tasks.
<u>POST NO.</u>	D13795

MAIN DUTIES/RESPONSIBILITIES

The post holder would be required to undertake a range of functions such as,

1. Coordinate adherence to Departmental Financial Procedures, Regulations and Debt Recovery Procedures, contractual procedures, Adult Social Care legislation and the Data Protection Act 1998.
2. To source and arrange care packages from a range of providers, external and in house; including complex packages of care and making required arrangements for the commencement of the package of care, ensuring all stakeholders are kept informed.
3. Ensure that relevant signatures and contracts are put in place to enable effective payment of providers and charging of clients.
4. Ensure that relevant agreements are completed and put in place in a timely manner, in line with contracts to enable the effective payment of providers and charging of clients.
5. Assist in the co-ordination of the system for paying creditor invoices, including payments to residential and domiciliary care providers, in a timely and efficient manner in accordance with Best Value Performance Indicators.
6. To be responsible for the production and distribution of information relevant to the brokerage function, to both internal and external stakeholders.
7. To notify the relevant commissioner of any gaps in care provision, with evidence that supports this.
8. Ensure joint funded packages are accurately recorded and paid in line with appropriate panel decisions.
9. Deal with actions on the Controcc portal in a timely manner.
10. Oversee enquiries and ensure that they are dealt with effectively, efficiently, and accurately.
11. To be responsible for inputting and updating records both manually and electronically on multiple systems, including extracting required information.

12. Promote and maintain effective communications with other sections within Adult Social Services, Authority and outside agencies.
13. Assist in the provision of information as is required by members, other departments, the council's external auditors, government departments and other agencies, for both internal and external reporting purposes.

General

14. Ensure own personal development through the Performance Development Review process.
15. To safeguard and promote the welfare of vulnerable adults and children for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.
16. Ensure that you work in line with all the Council's policies and procedures and ensure that you are aware of your obligations under these.
17. Behave according to the Employees' Code of Conduct and ensure that you are aware of your obligations and responsibilities re. conflicts of interest, gifts, hospitality and other matters covered by the Code.
18. Carry out your role in line with the Council's Equality agenda.
19. To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.
20. Any other duties of a similar nature related to this post that may be required from time-to-time.
21. This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

<p><i>THIS POST IS SUBJECT TO A STANDARD DISCLOSURE THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS BEFORE AN OFFER OF APPOINTMENT IS MADE AND WILL BE SUBJECT TO RECHECKING AS APPROPRIATE</i></p>
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Darlington Borough Council and schools within the Borough are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Date: February 2017

DARLINGTON BOROUGH COUNCIL**PERSON SPECIFICATION****BROKERAGE OFFICER****NEIGHBOURHOOD SERVICES & RESOURCES****POST NO – D13795**

All appointments are subject to satisfactory references.

Criteria No.	Attribute	Essential (E)	Desirable (D)
	Qualifications & Education		
1	4 GCSE's (A-C) or equivalent including English and Maths		D
2	Administrative / business management Qualification at NVQ3 or above or equivalent.		D
	Experience & Knowledge		
3	Understanding of computer systems and competency in Office Applications e.g. MS Word/Excel and office packages, including spreadsheets.	E	
4	Experience of confidently communicating with the public, providers and other stakeholders on a day to day basis.	E	
5	Experience of establishing and maintaining a range of administrative and management information systems, including databases and spreadsheets.	E	
6	Knowledge of Agresso Financial System, LiquidLogic and Controcc.		D
	Skills		
7	Ability to apply accurate literacy and numeracy skills to include spelling, grammar, punctuation, percentages and decimals		
8	Ability to communicate both orally and in writing to a range of audiences	E	
9	Ability to work under pressure, organise work and plan tasks to meet deadlines.	E	
10	Ability to ensure payments and charging deadlines are achieved in accordance with council procedures and carry out relevant audit requirements	E	
11	Ability to work successfully as part of a team and on your own initiative.	E	
12	Ability to work to a high degree of accuracy with attention to detail.	E	
13	Understanding of local government finance and functions.		D
14	Knowledge and understanding of adult social care		D
	Personal Attributes		
15	Commitment and enthusiasm.	E	
16	Commitment to personal development and willing to expand knowledge and experience.	E	

17	Commitment to a high quality service delivery and continuous improvement.	E	
18	Ability to maintain confidentiality.	E	
Special Requirements			
19	To be flexible in order to cover other team members.	E	
20	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	

Conditions of Service

General

Conditions of service will vary from service to service. However, there are some general points to cover.

Conditions of service generally are those contained in the appropriate National Joint Council Schemes but have been supplemented in a number of areas by locally agreed conditions. The relevant Handbooks are available for reference in all departments.

Office Hours

The normal working week is currently 37 hours. Council offices are generally open to the public from 8.30 a.m. to 5.00 p.m. (4.30p.m on Friday). The majority of office staff are able to take part in the Councils flexible working hours scheme. Elsewhere, fixed hours or shift working may be operated according to the needs of a particular service.

Annual Leave

The basic annual leave entitlement is 31 days plus 8 public holidays. Youth & Community Workers entitlement is 30 days plus 8 public holidays, increasing to 35 days with 5 years continuous service.

Sick Pay

Most employees are covered by the provisions of the nationally agreed sick pay schemes which allow periods of absence on half pay and full pay according to length of service.

Pension

You will automatically be entered into the Local Government Pension Scheme (LGPS) unless you choose to opt out. This is a contributory pension scheme and meets Government standards for automatic enrolment. If you do not opt out within three months of joining the LGPS, you will not be eligible to receive a refund of your contributions but will instead be given deferred benefits within the Scheme. If you decide to opt out of the Scheme your employment, earnings and age will be monitored in line with automatic enrolment guidelines.

Medical Examination

Before commencing your employment, you will need to complete a medical questionnaire and may be subject to a medical examination.

Probation

New entrants to Local Government will be required to complete a six month probationary period.

Equal Opportunities

The Council is working for equality. Applications are welcomed from all persons regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity provided they have the necessary attributes to do the job.

Part time applications

Part time applications will be considered for all posts. Further details should be sought from the recruiting manager.

Payment of Wages and Salaries

Salary paid into bank account on the last working day of the month. Casual employees are paid monthly in arrears. All payments are made by credit transfer direct to a nominated bank or building society.

Smoking Policy

The Council operates a No Smoking Policy.

Politically Restricted Posts

The Local Government and Housing Act 1989, as amended by the Local Democracy, Economic Development and Construction Act 2009 designate certain posts as politically restricted. If this is the case it will be detailed on the job description and means that you would be disqualified from being a member of a Local Authority, the House of Commons or of the European Parliament. Further information is available upon request.

Rehabilitation of Offenders Act 1974

Having a criminal record will not necessarily bar you from working for the Council. This will depend on the nature of the post and the circumstances and background of your offence(s). To assist the Council in determining the suitability of your employment, certain posts are subject to a Disclosure and Barring Service (DBS) check. If this is the case an appropriate statement will appear in the recruitment advertisement.