



## APPLICATION FOR EMPLOYMENT

Thank you for the interest you have shown in the vacancies within Stockton on Tees Borough Council.

Completed forms can be e-mailed to [recruitment@xentrall.org.uk](mailto: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: 011473**

Salary: £34,728.00 - £36,922.00 Annually

Closing Date: 29/11/2020

## **Benefits & Grade**

Grade L

## **Contract Details**

Permanent

## **Contract Hours**

37 hours per week

## **Job Description**

The Council takes a strategic corporate approach to the commissioning and contracting of Adult, Children's and Public Health services. An exciting opportunity has arisen within the Strategic Procurement Team for a position as a Brokerage Officer.

This position will be responsible for ensuring the needs of adults are fully understood and articulated and matched to value for money care and support services.

Applicants should have high personal standards of self-discipline, be enthusiastic and able to communicate effectively with a range of stakeholders.

Key responsibilities include:

- Maintaining detailed intelligence about care and support markets and placement/service availability and maintain good working relationships with in house and external providers.
- Sourcing and arranging care and support services from a range of providers, external and in-house; including complex packages of care and support and making required arrangements for the commencement of the care and support service, ensuring stakeholders are kept informed.


An online application form and further information is available from [www.stockton.gov.uk/jobs](http://www.stockton.gov.uk/jobs).

Please ensure you refer to the Job Description and the essential and desirable criteria in the Person Specification when completing the Personal Statement on the application form, as this information is used to select candidates for interview.

If you would like an informal discussion about the post, please contact Kerry Anderson, Procurement Manager - Adults, Children and Public Health on 01642 528455.

The application form is available in alternative formats from Xentrall Recruitment Services, tel: 01642 526992 or email [recruitment@xentrall.org.uk](mailto:recruitment@xentrall.org.uk)

Stockton-on-Tees Borough Council ensures that all customers, both internal and external receive a consistently high quality level of service.

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|--|---|--|
|  <b>Stockton-on-Tees</b><br>BOROUGH COUNCIL |   | <b>JOB DESCRIPTION</b>   |
| <b>Directorate:</b><br><br>Finance, Development and Business Services  |   | <b>Service Area:</b><br><br>Strategic Procurement and Governance   |
| <b>JOB TITLE:</b> Brokerage Officer  |   |  |
| <b>GRADE:</b> L  |   |  |
| <b>REPORTING TO:</b> Brokerage Manager   |   |  |
| <b>1.</b>  | <b>JOB SUMMARY:</b><br><br>To take specific responsibility for ensuring the needs of children/ young people/ families and adults are fully understood and articulated and matched to value for money care and support services. |  |
| <b>2.</b>  | <b>MAIN RESPONSIBILITIES AND REQUIREMENTS</b>   |  |
|  | 1   | To maintain detailed intelligence about care and support markets and placement/ service availability and maintain good working relationships with in house and external providers.   |
|  | 2   | To work in partnership with all internal and external stakeholders (e.g. CCG, TEWV) to understand and articulate individuals/ family's care and support needs.   |
|  | 3   | To source and arrange care and support services from a range of providers, external and in-house; including complex packages of care and support and making required arrangements for the commencement of the care and support service, ensuring stakeholders are kept informed. |
|  | 4   | To analyse, validate and create transparency of pricing models and to negotiate with providers to secure value for money placements where care and support are sourced from non-contracted providers.  |
|  | 5   | To deliver a provider accreditation process for all new non-contracted providers and to maintain accreditation for existing providers.   |
|  | 6   | To ensure that appropriate contracts are completed with all relevant providers and put in place in a timely manner.  |
|  | 7   | To support placement optimization working with care management, finance and providers to ensure service delivery meets the care and support plan and is delivered in the most effective and efficient manner.  |
|  | 8   | To establish and maintain effective communication with all stakeholders.   |
|  | 9   | To maintain all records and systems in accordance with defined procedures and compliance requirements.   |
|  | 10  | To ensure compliance with health and safety legislation and requirements for risk assessment/management.   |

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|--|----|---|
|  | 11 | To aim to achieve equality of access and treatment in employment and service delivery.  |
|  | 12 | To participate in the development of a culture which is consistent with the Council's vision of enthusiastic and forward looking partnership and delivery of efficient and effective services within a Customer Service Excellence environment. |
|  | 13 | To respond to enquiries and complaints and to provide advice and guidance as required.  |
|  | 14 | To establish effective working relationships with key internal and external partners.   |
|  | 15 | To be responsible for developing and maintaining internal partnerships with other Council departments to ensure the efficient and effective delivery of services.   |
|  | 16 | To participate in the management of programmes & projects from initiation through to completion where required ensuring the successful delivery of required outcomes.   |
|  | 17 | To ensure compliance with the requirements of statute and regulations for this service area.  |
|  | 18 | To ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council   |

### 3. GENERAL

**Job Evaluation** - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

**Other Duties** - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Council Values, Behaviour Framework, Code of Conduct** - The post holder is required to carry out the duties in accordance with Council values, behaviour framework, code of conduct, professional standards and promote equality and diversity in the workplace.

**Shaping a Brighter Future** – The post holder will embrace the Council's "Shaping a Brighter Future" programme.

**Customer Services** – The post holder is required to ensure that all customers both internal and external, receive a consistently high quality level of service, commensurate to the standards required by Stockton-on-Tees Borough Council.

**Policies and Procedures** - The post holder is required to adhere to all Council Policies and Procedures.

**Health and Safety** - The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

**Safeguarding** - All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

**Job Description dated          June 2020**



### PERSON SPECIFICATION

|                            |  |                                      |
|----------------------------|--|--------------------------------------|
| Job Title/Grade            | Brokerage Officer                          | L                                    |
| Directorate / Service Area | Finance, Development and Business Services | Strategic Procurement and Governance |
| Post Ref:                  | POS011115                                  |                                      |

|                                   | ESSENTIAL  | DESIRABLE  | MEANS OF ASSESSMENT        |
|-----------------------------------|--|--|----------------------------|
| <b>Qualifications</b>             | <ul style="list-style-type: none"> <li>Educated to degree level in a directly relevant subject area and membership of relevant professional body or equivalent demonstrable level of knowledge gained through substantial demonstrable relevant work related experience.</li> </ul>  |  | Application form           |
| <b>Experience &amp; Knowledge</b> | Substantial and demonstrable experience of:- <ul style="list-style-type: none"> <li>undertaking sourcing activities for care and support services</li> <li>Working in a social services environment</li> <li>Maintaining a range of administrative and management information systems, including databases and spreadsheets</li> <li>Communicating with a range of stakeholders</li> </ul> | <ul style="list-style-type: none"> <li>knowledge and understanding of factors impacting on social services in a Local Authority context, including knowledge of current and emerging legislation and local and national policy.</li> </ul> | Application Form/Interview |

|   |  |  |                            |
|---|--|--|----------------------------|
| <b>Skills</b>                                   | <b>Demonstrable ability to:-</b> <ul style="list-style-type: none"><li>• communicate effectively both orally and in writing with a range of stakeholders</li><li>• work in partnership across the public and private sectors</li></ul> |  | Application Form/Interview |
| <b>Specific behaviours relevant to the post</b> | <ul style="list-style-type: none"><li>• Demonstrate the Council's Behaviours which underpin the Culture Statement</li></ul>  |  | Application Form/Interview |
| <b>Other requirements</b>                       | <ul style="list-style-type: none"><li>• Must be able to vary working hours to incorporate evening and weekends as required</li></ul>   |  |                            |

**Person Specification dated**

**June 2020**

## **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 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 26 days plus 8 public holidays. Employees with 5 years continuous service receive 31 days annual leave.

### **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 towards an environment where all employees, residents and service users receive equal treatment regardless of gender or gender reassignment, marital or civil partnership status, sexual orientation, age, disability, race, religion or belief, social origin, pregnancy and maternity.

### **Job Sharing**

A voluntary Job Sharing Scheme is in operation. Applications to job share are welcome and there is no requirement for you to apply with a partner.

### **Payment of Salaries**

Salaries are paid monthly on the last working day of the month. 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 DBS check. If this is the case an appropriate statement will appear in the recruitment advertisement.