



Job description			
Job title	Purchasing and Brokerage Officer		
Grade	F		
Directorate	Health & Social Care		
Service/team	Adult Social Care		
Accountable to	Senior Care Arranger/Adult Social Care Management		
Responsible for	Purchasing and Brokerage		
JE Reference		Date Reviewed	Oct 25

Purpose of the Job

To provide an effective brokerage, purchasing and placement service for nominated service users in respect of a specific service area (e.g. home care, residential care) as directed by managers on behalf of social care staff and partners. To take referrals, identify service purchasing requirements and make arrangements for purchasing and individual placements including by telephone and email contact with providers.

To input and update placement and package information and support the service to maintain high quality data and management information using Council databases and management information systems.

To support the work of Adult Social Care service by providing reports and intelligence from databases, and other information to improve performance monitoring of service capacity and provide analysis of service gaps and performance improvement requirements.

To support the governance, auditing, analysis and presentation of data through providing accurate and timely data to required deadlines.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

- Monitor and track all transitional patients discharged from Whiston, Aintree and other local hospital Trusts, liaising with relevant team managers for updates on flow and availability



- Take a lead role in ensuring timely discharge of medically fit patients to support with managing increased demand on hospitals and the area teams within Adult Social Care
- Co-ordinate transitional placements/provisioned step down flat and liaise with relevant social work/district nursing teams regarding long term care arrangements following end of the transitional/temporary placement
- Monitor and manage admissions to block purchased nursing and residential placements ensuring the system accurately reflects correct placement and correct funding stream is applied to the placements
- Monitor and manage blocks in domiciliary care to ensure system reflects accurate provision and correct funding stream is applied to the placements
- Liaise with the payments team regarding any issues to resolve and amend, if a service recorded in LAS if required
- Co-ordinate and support with inputting of DOD on LAS
- Making arrangements for purchasing an individual placement of a package of care under the direction of the supervising manager, for a specified area of service where required.
- Finding and negotiating placements in connection with the purchase of the required package, in line with guidance for commissioned services, by telephone calls and other communications with providers.
- Where required and as directed, to liaise with social workers and other professionals to ensure all relevant information on the placement requirement is obtained and to keep them informed of the process in identifying the placement.
- To liaise with providers of specified services (e.g. direct payment PA's; supported living providers; domiciliary care; residential care) to obtain regular performance updates and maintain data on capacity, vacancies, changes in circumstances. Maintain accurate and timely data updating to enable accurate payment, and financial reconciliation processes.
- In respect of purchasing of residential care placements, to ensure that the individual placement arrangements have been clearly identified in line with the Top Up Policy and that the correct details are accurately input on the Council's database and a correct Individual Placement Agreement has been issued as an essential contractual element.
- To liaise with budget-holder as per procedures to ensure placement is authorised before it is entered into or renewed.
- To enter purchasing and placement information accurately and in a timely way onto the Council's care management systems and to assist in the monitoring and management of performance by inputting data as required on provider responses, capacity and other compliance issues as directed.
- To participate in the development and maintenance of a knowledge base of placement providers.
- To maintain and manage databases as specified by manager.



- To support commissioning service performance, contract and payment processes by liaison over capacity, compliance, data accuracy and other contracting issues.
- To contribute to the quality monitoring function within Commissioning through the provision of reports in respect of particular quality standards over which the officer has specific knowledge, such as provider compliance with standards in relation to access to the service, referral processes, or data quality.
- To support Commissioners to identify gaps and requirements for urgent action, for example when service placements available are not able to meet needs in a timely or appropriate way.
- Supporting effective provider management and service development.
- Ensure timely and accurate management of data inputting and updating on all required systems. Support the provision of quality and timely information to enable accurate payments, performance intelligence and analysis and financial reconciliation processes.
- Support the analysis of performance data and production of reports from databases as directed, for commissioning and service reviews.
- Undertake system administration and data quality checks of data held within systems/ databases and in reports to ensure data is accurate as required.
- Play an active role in addressing data quality issues
- Support data migration or system upgrades, as required
- Support corporate, service and user planning, informing what is done and how.
- Play an active role in contributing to commissioning reviews as required and by identifying opportunities for continuous service improvement at all times.

Knowsley Better Together – Staff Qualities





Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.