



Job description			
Job title	Purchasing and Brokerage Officer		
Grade	F		
Directorate	Health and Adult Social Care		
Service/team	Care Arrangers Team ASC		
Accountable to	Senior Care Arranger/Adult Social Care Management		
Responsible for	Purchasing and Brokerage		
JE Reference		Date Reviewed	April 26

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 plan for individual placements including both telephone and email contact with providers.

To input and update placement and package information supporting 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.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions “is good” because they want all Council employees to understand how important it is to “treat children in care and care experienced young people as they would their own”. We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be “genuine”, helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.

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.