

Disgrifiad Swydd

Teitl y Swydd	Swyddog Comisiynu
Gwasanaeth	Cyllid a Chaffael
Graddfa	Graddfa 7
Pwynt/iau Cyflog	12-16
Cyflog	£26,421 - £28,282
Pwrpas y Swydd	<p>Prif Ddiben y Swydd:</p> <p>Darparu cyngor caffael a brocera mewn perthynas â gwasanaethau gofal cymdeithasol a ddarperir yn fewnol ac yn allanol ar ran Cyngor Sir Ceredigion, gan ymgysylltu â rhanddeiliaid mewnol ac allanol, yn cynnwys darparwyr, y Bwrdd Iechyd, a thimau rheoli gofal.</p> <p>Darparu Gwasanaeth Brocera effeithiol ac effeithlon a threfnu bod gwasanaethau darparwyr allanol yn cael eu cyflenwi mewn ffordd gost-effeithiol, sy'n cwrdd â'r gofynion penodedig a'r anghenion a aseswyd.</p> <p>Rheoli system prynu gwasanaethau gofal a chymorth yn unol â phrosesau a gytunwyd, a sicrhau bod trefniadau cytundebol priodol yn eu lle ar gyfer y grwpiau darparwyr canlynol: Anableddau Dysgu, Iechyd Meddwl, Anableddau Corfforol, Nam ar y Synhwyrâu, Gofal Preswyl, Maethu a Llety â chymorth Plant, Gofal Preswyl a Nyrsio ar gyfer Pobl Hŷn, a Gofal Cartref y Sector Annibynnol.</p>
Lleoliad Gwaith Cytundebol	Canolfan Rheidol, Aberystwyth neu Weithio Gartref (Rôl hybrid)
Oriau Gwaith	37 awr gydag oriau gwaith hyblyg
Math o Gytundeb	Llawn-amser
Hyd y Cytundeb	Parhaol
Teitl swydd y Rheolwr Llinell	Rheolwr Tîm Contractau a Broceriaeth
Cyfrifoldebau Goruchwylio / Rheoli	Dim
Atebolrwydd	<p>Yn atebol i'r Rheolwr Tîm Contractau a Broceriaeth, bydd deiliad y swydd yn gyfrifol am ddod o hyd i leoliadau gydag asiantaethau allanol, a bydd yn sicrhau bod trefniadau ariannol a chytundebol priodol yn eu lle.</p> <p>Diogelu'r gliniadur.</p>
Telerau Cytundebol sy'n Gysylltiedig â'r Swydd	

Dyletswyddau a chyfrifoldebau

- Bod yn bwynt cyswllt cyntaf ar gyfer ymholiadau a chynghor, gan gynnwys llunio trefniadau cytundebol ac anfonebau ar gyfer darparwyr gwasanaethau, defnyddwyr gwasanaethau, y Bwrdd Iechyd, staff mewnol, a gweithwyr proffesiynol eraill ym maes gofal cymdeithasol.
- Cydweithio a chwrrd gyda rheolwyr gofal a darparwyr gofal allanol i drefnu lleoliadau addas all gyflenwi gwasanaeth priodol, a sicrhau bod trefniadau cytundebol addas yn eu lle cyn y lleoliad. Cynghori ar yr atebion posib sydd ar gael ar y farchnad drwy ddadansoddi ceisiadau am wasanaethau lleol, a materion sy'n gysylltiedig â phrynu gwasanaethau. Gall yr atebion ofyn am greadigrwydd/arloesedd i sefydlu a darparu gwasanaethau newydd, gan sicrhau ar yr un pryd bod yna gydymffurfio â'r contract.
- Archwilio dogfennaeth i sicrhau eu bod yn cydymffurfio, a'u bod yn gywir, yn ddiennw ac yn glir, er mwyn deall beth yw'r ffordd orau o negodi a chydlynu darpariaeth, gan gynnwys trafndiaeth a gwasanaethau dydd pan fo angen, i gwrdd ag anghenion defnyddwyr gwasanaethau.
- Cyfrifoldeb dros sicrhau bod darparwyr yn derbyn y dogfennau angenrheidiol cyn tendro i gyflenwi, neu ddechrau cyflenwi pecyn gofal. Gall y dogfennau gynnwys ffurflenni Crynodeb Defnyddiwr Gwasanaeth, Cynlluniau Gofal a Chymorth ac Aseidiadau Risg, yn ogystal ag unrhyw ddogfennau eraill sy'n angenrheidiol ar gyfer y lleoliad.
- Gweithredu a chyflenwi amryw o drefniadau prynu, cyfeirio a monitro, gan gynnwys:
 - Proses Gomisiynu Anabledd Dysgu ac Iechyd Meddwl
 - Proses Lleoli Pobl Hŷn mewn Gofal Nyrsio a Phreswyl
 - Brocera Gofal Cartref y Sector Annibynnol
 - GCT Dadansoddiad cefnogaeth a rhaniad anfonebau
 - Adnodd Comisiynu Cymorth ar gyfer Plant
 - Cyd-gomisiynu Hywel Dda
 - E-dendro
 - Cysylltu Bywydau Gorllewin Cymru
 - Trafndiaeth
 - Byw â Chymorth
 - Gwasanaethau Cefnogaeth Bwrpasol
 - Gwasanaethau Seibiant i Ofalwyr
 - Adolygu a dadansoddi costau posib lleoliadau, gan gynnwys negodi ffioedd lleoliadau gyda darparwyr gwasanaethau, Byrddau Iechyd ac awdurdodau lleol eraill, rheolwyr gofal a rheolwyr.
- Bod yn gyfrifol am ddatblygu a chynnal cyfeiriadur adnoddau, cronfa ddata gwasanaethau ac unrhyw system gofnodi arall, i ddarparu gwasanaeth prynu effeithiol ac effeithlon, sy'n cwrdd ag anghenion unigolion ac yn gwneud y defnydd gorau o berthnasoedd cytundebol presennol.
- Cyfrifoldeb dros sicrhau bod darparwyr newydd a phresennol yn gallu tystio eu bod yn cwrdd â'r safonau sy'n ofynnol gan y cynghor, drwy sicrhau bod yna wirio priodol, gan gynnwys gofynion rheoleiddiol, a sicrhau nad oes unrhyw bryderon hysbys, embargos na phroblemau diogelu, cyn ymrwymo i gytundebau newydd a dosbarthu contractau cyffredinol a chontractau lleoliadau unigol.
- Bod yn gyfrifol am ddarparu gwybodaeth am gost, gwariant, lleoliadau sy'n methu, lleoedd gwag, bylchau, lefelau meddiannaeth a pherfformiad yn rheolaidd, i helpu i ddatblygu strategaethau a chomisiynu cynlluniau.
- Dadansoddi a dehongli data cymhleth i ddarparu adroddiadau fel bo angen ac i gynghori ynghylch cydymffurfio â chontractau, gallu darparwyr, tueddiadau o ran gwasanaethau, y ddarpariaeth bresennol ac anghenion sydd heb eu diwallu, at ddibenion comisiynu a llunio contractau.

- Datblygu a chynnal perthynas waith effeithiol â'r holl rhanddeiliaid allweddol, gan gynnwys staff gweithredu, comisiynu, timau caffael a chyllid, gwasanaethau Darparwyr, y sector Gwirfoddol, y gwasanaeth Iechyd, Arolygiaeth Gofal Cymru ac asiantaethau eraill.
- Ymateb i, a gweithredu mewn ymateb i bryderon, problemau a chwynion am wasanaethau, gan sicrhau ymwybyddiaeth o ddiogelu fel bo'n briodol, mewn ffordd gyflym ac effeithiol sy'n ystyriol o gwsmeriaid.
- Crynhoi data ac ymateb i geisiadau Rhyddid Gwybodaeth mewn perthynas â Chomisiynu a Chaffael, mewn ffordd gyflym ac effeithiol sy'n ystyriol o gwsmeriaid.
- Cyfrannu at adolygiadau, prosesau sicrhau ansawdd a chanllawiau arfer gorau, i sicrhau bod systemau brocera bob amser yn effeithiol a'u bod yn cwrdd ag anghenion staff/defnyddwyr gwasanaethau/darparwyr.
- Bod yn gyfrifol am gynnal a datblygu prosesau llunio contractau unigol ar gyfer gwasanaethau oedolion a phlant, gan ddsbarthu contractau a sicrhau cywirdeb ariannol, er mwyn delio ag anfonebau ac asesiadau ariannol mewn ffordd effeithlon ac amserol.
- Bod yn gyfrifol am roi gwybodaeth i'r adran gyllid am becynnau gofal a gomisiynwyd, ffioedd a graddfeydd amser a gytunwyd, i sicrhau bod taliadau cywir ac asesiadau ariannol yn cael eu cyflawni mewn modd amserol.
- Sicrhau bod Hysbysiadau Dyfarnu Contract mewn perthynas â chontractau Gofal Cymdeithasol yn cael eu cyhoeddi mewn da bryd o fewn terfynau amser penodedig, gan gynnwys y rhai ar gyfer Gwasanaeth 'Find a Tender' y DU
- Bod yn gyfrifol am dderbyn, archwilio, gwirio ac awdurdodi anfonebau ar gyfer holl wasanaethau cytundebol gofal cymdeithasol a gwasanaethau'r trydydd sector. Bydd hyn yn sicrhau bod anfonebau cywir yn cael eu derbyn a'u cymharu yn erbyn y contract, gan gynnwys gwirio'r gwasanaethau a ddarperir, cyn cyflwyno'r dogfennau i'w talu.
- Bod yn gyfrifol am ddsbarthu'r holl gontractau sy'n gysylltiedig â gwasanaethau gofal cymdeithasol a gwirio a monitro'r gwasanaethau a ddarperir, gan gyflwyno newidiadau, lle bo angen, i sicrhau bod yna gydymffurfio â chategoriâu lleoliadau'r Ddeddf Gwasanaethau Cymdeithasol a Llesiant, a bod y cyfraniadau ariannol a gynhyrchir ar gyfer defnyddwyr gwasanaethau yn gywir.
- Monitro a gweithredu contractau cyllid preifat gan gynnwys gweithredu codiadau ar gronfa ddata gofal cymdeithasol yr awdurdod.
- Bod yn gyfrifol am gywirdeb yr wybodaeth ar gyfer contractau a ffioedd cyffredinol a rhai lleoliadau unigol. Gan gynnwys arwain y gwaith o ddatblygu a chynllunio ar gyfer ceisiadau am newid ar y gronfa ddata gofal cymdeithasol, a systemau eraill a ddefnyddir i wella gweithdrefnau Comisiynu a dulliau o ddarparu gwasanaethau. Sicrhau darpariaeth o wasanaethau cywir ar gyfer lleoliadau, a threfn awdurdodi ar gyfer prosesu taliadau ar gronfa ddata gofal cymdeithasol yr awdurdod, gan sicrhau bod gwybodaeth gyllidebol gywir, gan gynnwys codio ar gyfer y Cyfriflyfr Cyffredinol yn gysylltiedig â'r gwasanaeth, wedi'i grynhoi a'i ddarparu at ddibenion cyllidebu, gan gynnwys cynllunio.
- Cyfrifoldeb dros sicrhau bod cytundebau ariannu ar y cyd yn eu lle cyn ddsbarthu contractau.
- Cynorthwyo gyda ceisiadau comisiynu y gwasanaeth, gan ddarparu gwybodaeth am gontractau, ffioedd a'r ddarpariaeth o wasanaethau.
- Cofnodi a monitro adolygiadau o leoliadau i sicrhau bod cydlynwyr gofal ac arweinwyr timau'n ymwybodol o raddfeydd amser cytundebol, a bod dogfennaeth gan gynnwys cynlluniau gofal yn gyfredol ac yn gywir pan fydd angen ail-negodi neu adnewyddu contract.
- Darparu hyfforddiant a mentora ar weithdrefnau ar gyfer Swyddogion Cyngor newydd fel bo gofyn.
- Bod yn gyfarwydd â'r datblygiadau diweddaraf ym maes comisiynu a chaffael.
- Cynorthwyo i dendro a rheoli contractau ar gyfer nwyddau a gwasanaethau o fewn categorïau nad ydynt yn perthyn i ofal cymdeithasol fel bo angen.

- Ymgymryd ag unrhyw ddyletswyddau eraill all fod yn rhesymol ofynnol ac sy'n gymesur â rôl, cyfrifoldeb, lefel a graddfa'r swydd.
- Cydymffurfio â gofynion y swydd o ran y Gymraeg.
- Bod yn gyfarwydd â'r canllawiau priodol a gofynnol.
- Blaenoriaethu'r llwyth gwaith i sicrhau arfer gorau.
- Cydymffurfio â'r hyfforddiant angenrheidiol ar gyfer y swydd, yn arbennig y Caffael, e-Dendro sy'n gysylltiedig â'r Adnodd Comisiynu Cymorth ar gyfer Plant (CCSR).
- Er bod peth cyfrifoldeb yn cael ei bennu drwy brosesau sefydledig, bydd disgwyl i ddeiliad y swydd ddatblygu trefniadau lleol addas, a bod yn arloesol wrth fynd ati i gwrdd â'r anghenion a'r canlyniadau dynodedig.

Cyfeirnod at Ddibenion Gwerthuso Swyddi

JD 1084-02

Manyleb Person

Gofynnol

Cymwysterau Academaidd /
Proffesiynol / Technegol /
Galwedigaethol

- Addysg hyd at NVQ Lefel 4 mewn Gofal Cymdeithasol **neu** Ddiploma Lefel 3 mewn Comisiynu, Caffael a Chontractio Gwasanaethau Gofal **neu** brofiad cyfatebol **a / neu** 4 blynedd o brofiad perthnasol ac eang
- O leiaf 5 TGAU neu gymwysterau cyfatebol, gan gynnwys Saesneg a Mathemateg gradd C neu'n uwch
- Hyfforddiant mewn pecynnau meddalwedd safonol, yn enwedig Excel.

Sgiliau Ieithyddol Cymraeg	Gwranddo/Siarad: Lefel 3 Darllen: Lefel 3 Ysgrifennu: Lefel 3	Rhaid cwrdd a'r sgiliau ieithyddol Cymraeg a nodwyd o fewn dwy flynedd i benodiad
Sgiliau Ieithyddol Saesneg	Gwranddo/Siarad: Lefel 5 Darllen: Lefel 5 Ysgrifennu: Lefel 5	Rhaid cwrdd a'r sgiliau ieithyddol Saesneg a nodwyd ar apwyntiad
Sgiliau Ymarferol / Personol	<ul style="list-style-type: none"> • Y gallu i ddangos lefel uchel o sgiliau cyflwyno ysgrifenedig a llafar • Ymrwymiad i ddarparu gwasanaethau o safon uchel drwy drefniadau cytundebol, i sicrhau gwerth gorau i Gyngor Sir Ceredigion • Y gallu i gyfathrebu'n effeithiol o fewn cyd-destun aml-asiantaeth • Sgiliau negodi, gan gynnwys y gallu i negodi darpariaeth o wasanaethau, yn ogystal â newidiadau i'r lefelau gwasanaeth • Y gallu i flaenoriaethu llwyth gwaith personol • Y gallu i weithio'n annibynnol ac o fewn terfynau amser • Y gallu i weithio fel rhan o dîm heb oruchwyliaeth • Y gallu i ddysgu am feysydd gwybodaeth newydd yn gyflym • Y gallu i fod yn greadigol i gefnogi gweithgaredd Brocera • Y gallu i gynnal systemau cofnodi/adrodd effeithiol • Sgiliau TG ardderchog i fewnbynnu a monitro'r ddarpariaeth o wasanaethau e.e. Excel a chronfeydd data • Gwybodaeth o faterion sy'n wynebu'r Sector Gofal Cymdeithasol ar hyn o bryd • Gwybodaeth o'r egwyddorion sy'n greiddiol i ofal cymunedol h.y. gwaith aml-asiantaeth, cyfranogiad a chynllunio gofal ar lefel unigol • Gwybodaeth o faterion perfformiad • Gwybodaeth o sicrwydd ansawdd 	
Profiad Hanfodol	<ul style="list-style-type: none"> • Profiad o weithio ar draws asiantaethau ym maes cyflenwi lechyd/Gofal Cymdeithasol • Prawf o'r gallu i negodi a chydlynu gwasanaethau i sicrhau eu bod mor gost-effeithiol â phosib, a blaenoriaethu'r adnoddau/gallu sydd ar gael • Profiad o gaffael gwasanaethau/nwyddau • Profiad o flaenoriaethu a rheoli'ch llwyth gwaith eich hun • Profiad a dealltwriaeth o'r farchnad darparu gofal cymdeithasol, comisiynu lleoliadau, a delio â phrosesau gweinyddol cymhleth • Lefelau uwch o gymhwysedd a phrofiad ym maes Technoleg Gwybodaeth, a defnydd o amryw o systemau a meddalwedd gwahanol 	
Hyfforddiant/addysg y mae'n ofynnol eu cyflawni/mynd ati i'w cyflawni ar gyfer y swydd	Diploma Lefel 3 mewn Comisiynu, Caffael a Chontractio Gwasanaethau Gofal	

Dymunol	
Cymwysterau / Hyfforddiant	
Sgiliau Ymarferol / Personol	

Job Description

Post Name	Commissioning Officer
Service	Finance and Procurement
Grade	Grade 7
Spinal Point/s	12-16
Salary	£26,421 - £28,282
Job Purpose	<p>Main Purpose of Post:</p> <p>To provide Commissioning and brokerage advice in relation to internally and externally provided social care services on behalf of Ceredigion County Council, liaising with internal and external stakeholders including providers, Health Board and care management teams.</p> <p>To provide an effective and efficient Brokerage Service and arrange the delivery of external provider services in a cost effective manner that meets the specified requirements and assessed needs.</p> <p>To manage a system for purchasing care and support services in line with agreed processes and to ensure appropriate contractual arrangements are in place for the following provider groups: Learning Disabilities, Mental Health, Physical Disabilities, Sensory Impairment, Childrens Residential, Fostering and Supported Accommodation, Older Peoples Residential and Nursing care and Independent Sector Domiciliary care.</p>
Contractual Work Location/Base	Canolfan Rheidol, Aberystwyth or Home Working (Hybrid Role)
Hours of Work	37 hours with flexible working
Type of Contract	Full-time
Contract Duration	Permanent
Line Managers Job Title	Contracts & Brokerage Team Manager
Supervisory/Managerial Responsibilities	None
Accountability	<p>Accountable to the Contracts and Brokerage Team Manager the post-holder will be responsible for sourcing placements from external agencies and will ensure appropriate financial and contractual arrangements are in place.</p> <p>Safeguard laptop.</p>
Contractual Terms Associated with the Post	

Duties and Responsibilities

- The first point of contact for enquires, advice including design of contractual arrangements and invoices relating to service providers, service users, Health Board, internal staff and other professionals for social care services.
- Liaise and meet with care managers and external care providers to arrange suitable placements that can deliver an appropriate service and ensure that suitable contractual arrangements are in place prior to placement. Advising on potential solutions available in the market by analysing requests for placement services, and issues concerning the purchase of services. Solutions may require creativity/innovation to establish new services and delivery whilst ensuring contract compliance.
- Scrutinise documentation to check compliance, accuracy, anonymity and clarity, in order understand how best to negotiate and co-ordinate provision, including transport and day services when required to meet service users' needs.
- Responsible for ensuring providers are in receipt of the required documentation before tendering to deliver or commencing a package of care. Documentation could include Service User Summary forms, Care and Support Plans, and Risk Assessments, as well as any other documentation necessary for placement.
- To implement and deliver a range of purchasing, referral and monitoring arrangements, including:
 - Learning Disability and Mental Health Commissioning process
 - Older Persons Residential and Nursing care placement process
 - Independent sector Domiciliary Care Brokerage
 - HSG support analysis and invoicing splits
 - Childrens Commissioning Support Resource
 - Hywel Dda Joint Commissioning
 - E-tendering
 - West Wales Shared Lives
 - Transport
 - Supported Living
 - Bespoke Support Services
 - Carer's Respite Services
 - Review and analyse potential placement costs, including complex negotiation of placement fees with service providers, Health Boards and other local authorities, care managers and management.
- To be responsible for developing and maintaining a resource directory, service database and any other record system, to provide effective and efficient service purchasing that meets individual service needs and maximises utilisation of existing contractual relationships.
- Responsible for ensuring that new and existing providers can evidence that they meet the standards required by the Council through ensuring appropriate checks are made, including regulatory requirements and ensuring there are no known concerns, embargos or safeguarding issues, before entering into new agreements and issuing overarching and individual placement contracts.
- To be responsible for providing information on cost, spend, placement breakdowns, vacancies, voids, occupancy levels and performance at regular intervals to assist strategy development and commissioning plans.
- Analyse and interpret complex data to provide reports as requested and to advise on contract compliance, provider capacity, service trends, current provision and unmet needs for commissioning and contracting purposes.
- To develop and maintain effective working relationships with all key stakeholders, including operational staff, commissioning, procurement and finance teams, Provider services, Voluntary sector, Health service, CIW and other agencies.

- To respond to and take action in response to service concerns, problems and complaints, ensuring safeguarding awareness as appropriate in a quick, efficient and customer friendly manner.
- To collate data and respond to Commissioning and Procurement related Freedom of Information requests in a quick, efficient and customer friendly manner.
- To contribute to reviews, quality assurance processes and best practice guidance in order to ensure brokerage systems remain effective and meet staff/service user/provider needs.
- Be responsible for maintaining and developing the adult and children's services individual placement contract processes, issuing contracts and ensuring financial accuracy so that invoices and financial assessments can be dealt with in an efficient and timely manner.
- To be responsible for informing the finance department of commissioned care packages, agreed fees and timescales to ensure accurate payments and that financial assessments are undertaken in a timely manner.
- Ensure Contract Award Notices relating to Social Care contracts are published in a timely manner within stated timescales, including those to the UK Find a Tender Service.
- Be responsible for the receipt of, scrutinising, checking and authorising of invoices for all contractual services for social care and third sector services. Thus ensuring accurate invoicing is received, compared against the contract including service delivery checks prior to submission of the documents for payment.
- Be responsible for the issuing of all contracts linked to social care services and check and monitor service provision, where necessary implementing changes to ensure compliance with SSWBA placement categorisations and that the generation of service user financial contributions are accurate.
- Monitor and maintain private funded contracts including the application of uplifts on the authority's social care database.
- To be responsible for the accuracy of the information for both over-arching and individual placement contracts and fees. To include leading on the development and plans for requests for change on the social care database and other systems used to improve procedures for Commissioning and service delivery elements. Ensuring accurate service provision of placements and authorising for the processing of payments on the authority's social care database, ensuring correct budget information including GL coding is associated to the service, collated and provided for budgeting purposes including planning.
- Responsible for ensuring joint funding agreements are in place prior to issuing of contracts.
- Support the service's commissioning requests providing information relating to contracts, fees and service provision.
- Record and monitor placement reviews to ensure that care co-ordinators and team managers are aware of contractual timescales and that documentation including care plans are current and accurate when renegotiation or renewal of a contract is due.
- Deliver training and mentoring on procedures to new Council Officers as and when required.
- Keeping up to date with latest developments in commissioning and procurement.
- Assist with the tendering and related contract management for goods and services contracts in categories other than social care as required.
- To undertake any other duties that may be reasonably required commensurate with the role, responsibility, level and grading of the post.
- To comply with Welsh language requirements of the position.
- Be familiar with the appropriate and required guidelines.
- To prioritise workload to ensure best practice.
- To comply with training required for the post, in particular the Procurement, e-Tendering and that associated with the Childrens Commissioning Support Resource (CCSR).

- Whilst some responsibility is guided by established processes the post-holder will be expected to develop suitable local arrangements and be innovative in their approach to meeting needs and identified outcomes.

Job Evaluation Post Ref

JD 1084-02

Person Specification

Essential		
Academic / Professional / Technical / Vocational Qualifications	<ul style="list-style-type: none"> Educated to NVQ level 4 in Social Care and Health or Level 3 Diploma in Commissioning, Procurement and Contracting for Care Services or equivalent and/or 4 years significant relevant experience Minimum of 5 GCSE's or equivalent, including English & Maths at grade C or above Training in standard software packages, especially Excel 	
Welsh Linguistic Skills	Listening/Speaking: Level 3 Reading: Level 3 Writing: Level 3	The Welsh linguistic skills noted must be attained within two years of appointment.
English Linguistic Skills	Listening/Speaking: Level 5 Reading: Level 5 Writing: Level 5	The English linguistic skills noted are required on appointment
Practical and personal skills	<ul style="list-style-type: none"> Ability to show a high level of written and verbal presentation skills Commitment to the delivery of quality service provision through contractual arrangements to ensure best value for Ceredigion County Council Ability to communicate effectively in a multi-agency context Negotiation skills including the ability to negotiate provision of services as well as changes to service levels Ability to prioritise personal workload Ability to work independently and meet deadlines To be able to work as part of a team unsupervised Ability to learn new areas of knowledge quickly Ability to be creative to support the Brokerage activity Ability to maintain effective record/reporting systems Excellent IT skills to input and monitor service delivery e.g. Excel and databases Knowledge of current issues facing the Social Care Sector Knowledge of the principles underpinning community care i.e. multi agency working, participation and individualised care planning Knowledge of performance issues Knowledge of quality assurance 	
Required Experience	<ul style="list-style-type: none"> Experience of working across agencies in the delivery of Social Care/Health Proven ability to negotiate and co-ordinate services to maximise cost efficiency and prioritise available resources/capacity Experience in the procurement of services/goods Experience of prioritising and managing own workload Experience and understanding of the social care provider market, placement commissioning and dealing with complex administrative processes. Advanced levels of competency and experience in Information Technology and use of a range of different systems and software 	

Training/education required to be undertaken for the post/worked towards	Level 3 Diploma in Commissioning, Procurement and Contracting for Care Services
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Desirable	
Qualifications / Training	
Practical / Personal Skills	