

Job Title:	Senior Broker (Senior Social Worker)
Reports to:	Commissioning & Performance Manager
Department:	Families, Children & Learning
Section:	Health, SEN & Disability

Purpose of the Job

To ensure that services delivered to children and young people with SEN and Disabilities and adults with learning disabilities are: person-centred, outcome focused, inclusive, offer value for money, and promote a sustainable & diverse market. This will be achieved by:

- To identify appropriate placements and services for those who are supported by the Learning Disability Lifetime Pathway.
- To hold and monitor a caseload of service providers where there is significant spend and/or activity.
- Take a lead in supporting providers to provide effective and good quality services that promote and adhere to effective care and protection in line with the statutory guidance and minimum standards.
- To provide support and advice to local authority colleagues, particularly referring fieldwork teams in relation to best use of resources and to critically appraise the requests from referring workers.
- To be represented on a multidisciplinary panel providing expert advice on care options for individuals referred, clarifying the person's needs and expectations and eligibility criteria under the Care Act / Children Act.

Principal Accountabilities

- Lead the running of a Duty Service, accepting and processing referrals ensuring information is complete and fit for purpose to broker effective and proportionate services from in-house and external resources
- Liaise with independent agencies in relation to care planning and delivery of individual service agreements, develop extensive knowledge of available services and liaise with stakeholders to deliver services in line with our Local Offer.
- Ensure best value for money through negotiation of fees and ensure effective block purchasing. To ensure that individual outcomes are measured and services, fees adjusted accordingly.
- Engage in relationship management with key providers to encourage development and growth and where contract values are high or where

the level of activity is significant to monitor overall performance against the contract as well as on individual placement agreements.

- Review high cost placements/services in accordance with the High Cost High Need Panel process and renegotiate services and fees accordingly.
- Monitor and advise independent providers of appropriate practice standards (including child protection, child care and risk taking) and ensure that all national minimum standards are met by providers.
- Advise and/or take remedial action where standards are not met including liaison with regulatory bodies (i.e. OfSTED) and/or withdrawal of contracts and respond to any concerns or complaints in respect of any provider.
- Assist council staff in interpreting Conditions of Contract and resolving disputes and to maintain an overview of adherence to Brighton & Hove procedures, Financial Regulations and Contract Standing Orders.
- Supervise any person who undertakes an assessment of suitability to foster children with disabilities and ensure that the assessment is robust and fit for scrutiny by the Panel.
- Contribute to the development, implementation and review of the Families Children and Learning Directorate Plan and related commissioning plans
- Maintain accurate records of providers and services users that support data collection and measure team performance in accordance with GDPR.
- Line manage the Business Support Office effectively to support the delivery of accountabilities.
- To work closely with colleagues in Health & Adult Social Care commissioning team and the Children's Placement Team to share good practice and enable joined up commissioning across the directorate.
- To work within and actively promote the City Council's Inclusive Council Policy in relation to service delivery and staff management.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

BRIGHTON & HOVE CITY COUNCIL

PERSON SPECIFICATION

Job Title:	Senior Broker (Senior Social Worker)
Reports to:	Commissioning & Performance Manager
Department:	Families, Children & Learning
Section:	Health, SEN & Disability

Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Professional qualification in social work and significant post qualifying experience in a social work setting with either children or adults• Registration with HCPC• Good knowledge and understanding of children's and adults social care policy, national best practice, care pathways, legislation, national performance framework in adult social care and the Care standards Act 2000• Sound knowledge of Ofsted, CQC regulations and monitoring framework• Sound knowledge re Safeguarding Vulnerable children and adults procedures and Complaints procedures• Awareness of the department's quality standards and the ability to monitor and evaluate work against them
--	---

<ul style="list-style-type: none"> • Experience 	<ul style="list-style-type: none"> • Experience of working effectively with children and/or adults with disabilities in social care and/or education services to promote and achieve good outcomes for individuals • Experience of working in partnership with independent sector providers, the community & voluntary sector and providers of education and social care for people with disabilities • Experience of procurement, existing contracts, developing new contracts and maintaining contractual relationships • Experience of effective line management
Skills and Abilities	<ul style="list-style-type: none"> • Good verbal & written communication skills, including ability to communicate with and report effectively to care providers, the community & voluntary sector, users of children's and adult social care services and their families/carers. • Ability to respond to diverse demands of the customers and users of all services being provided • Ability to use own initiative, prioritise, work to deadlines and work independently yet closely with colleagues and operate as part of a team • Ability to demonstrate an understanding of the balance between the cost, quality & effectiveness of children and adult social care services • Ability to negotiate, influence and challenge across a wide range of stakeholders • Ability to understand and manage risk within a social care setting • Ability to retrieve, input and analyse and interpret complex financial data
Equalities	<ul style="list-style-type: none"> • Clear evidence of ability to successfully implement and promote Equalities in the work setting
Other Requirements	<ul style="list-style-type: none"> • Commitment to acquiring awareness of current Health and Safety legislation as it applies to their area of responsibility and to attending relevant Health & Safety training • Ability to respond collectively and flexibly in response to major incidents or business continuity matters • Evidenced commitment to personal professional development