**Job Description**

**Post Title**

**Role Profile** Brokerage Officer

**Service/Team** Access to Resources

**Reports to** Dee Wenn

**Responsible for** N/A

**Number of posts** 1

**Post number** TBC

**Career Grade** Grade H

**My job improves the quality of life for the people of Bournemouth Christchurch and Poole by** providing people support so that officers can do their best work and respond to public needs.

**Job Overview**

Work across shared services to deliver a professional and consistent service that enables internal customers to manage their people resources effectively.

**Key Responsibilities**

* Work effectively to plan, monitor and control the process of resource finding for children, young people and families.
* Act as the community link with partners through steering groups, to ensure that the available services are what is needed, work with partners to identify new opportunities for future progress to stimulate the market for new services
* Ensure services are sought in an innovative and creative way from a variety of providers giving maximum choice for the matching process with the child/young person
* Develop and maintain good working arrangements with providers to ensure effective working practices.
* To maintain accurate and up to date computerised and manual records.
* Support the management of budgetary control with the Budget Holders
* Use information recorded for reporting to senior management on purchasing patterns, budgetary advice and other information as requested

**Specific Qualifications and Experience**

* Experience of handling potentially difficult situations with professionalism, tact and confidence
* Experience of working with providers, service users, carers and partners in the statutory, private and voluntary sector
* Experience/understanding of partnership working

**Personal Qualities & Attributes**

* High level of resilience, emotional intelligence, calm under pressure

**Job Requirements**

* DBS check
* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.