**Access To Resources (ART) – Brokerage Officer**

**Post Number**

**Post Number:**

**Department:** Community Learning & Commissioning

**Division:** Children's Commissioning

**Section:** Access to Resources Team

**Person Specification**

**Qualifications / Training**

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| Requirement | Criteria |
| 1. 5 GCSE’s or above or equivalent qualifications
 | Essential |
| 1. Full driving licence
 | Desirable |

**Achievements & Experience**

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| Requirement | Criteria |
| 1. Experience of handling potentially difficult situations with professionalism, tact and confidence
 | Essential |
| 1. Experience of budget monitoring and how Best Value can be achieved
 | Desirable |
| 1. Experience in producing management information reports – including collecting, collating, analysing and summarising statistical information for management reports and team development
 | Essential |
| 1. Experience of partnership working with providers, service users, carers and partners in the statutory, private and voluntary sector
 | Essential  |

**Knowledge**

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| Requirement | Criteria |
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| 1. Knowledge and understanding of the children’s social care sector which may include but not be limited to Children’s Social Care and Children and Young People Services
 | Desirable |
| 1. Knowledge of Best Value and its impact upon commissioning and contracting
 | Desirable |
| 1. Knowledge of the Local Authority procurement and financial regulations and how these impact commissioning and contracting of services
 | Desirable |

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**Skills**

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| Requirement | Criteria |
| 1. A high level of effective communication skills both written and oral including the ability to produce concise and accurate records
 | Essential |
| 1. High Level IT, numerical, analytical, negotiating, communication and reasoning skills
 | Essential |
| 1. Ability to manage own workload, prioritising, problem solve and schedule work to meet timescales
 | Essential |
| 1. Ability to work as part of a team and contribute to their development
 | Essential |
| 1. Ability to be innovative and creative to inform service delivery and development
 | Desirable  |

**Qualities & Attitude**

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| Requirement | Criteria |
| 1. Willingness to attend professional meetings and reviews and a commitment to improving partnership working with other agencies
 | Essential |
| 1. Ability to motivate staff, promote performance management, enforce high standards, monitor work effectively and work as a member of the team.
 | Essential |

**Other**

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| Requirement | Criteria |
| 1. Use of a car
 | Desirable |