

ROCHDALE BOROUGH COUNCIL

PERSON SPECIFICATION

Service	Integrated Care and Health	Post	Brokerage Officer
Section	Prevention And Adult Social Care Commissioning	Post Number	
Job Ref		Grade	Grade 5

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The How Identified column shows how the Council will obtain the necessary information about you. If the How Identified column says the **Application Form** next to an Essential Criteria you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work. **The Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects staff to share this commitment.**

Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment
Special Working Conditions		
1. Attendance at evening or weekend meetings, as directed, will be expected for which compensatory leave will be given in accordance with the WLB scheme.	E	AF
2. Willingness to undertake and participate in training and development activity.	E	AF
Qualifications and Experience		
4. Experience of coordinating tasks, services or arrangements involving a range of people or teams, ensuring that work is completed in a timely way and that individuals receive appropriate support or information.	E	AF / I
5. Experience of reviewing requests or proposals, asking appropriate questions, confidently challenging and negotiating where necessary and identifying practical solutions that make best use of available resources while maintaining the quality of the strength-based provision	E	AF / I
6. Ability to organise and prioritise your own workload, meet deadlines and maintain routine work tasks accurately and consistently.	E	AF / I

Skills and Knowledge		
7. Ability to build and maintain effective working relationships with external organisations, partners or suppliers to support service delivery, availability and value for money.	E	AF / I
8. Ability to provide accurate, up-to-date information and advice in clear and accessible formats, and have the necessary interpersonal skills to build rapport with a wide range of people about available options or services using person centred approaches	E	AF / I
9. Ability to accurately update and maintain records on relevant IT systems, ensuring information is clear, timely and provides an appropriate audit trail.	E	AF / I
10. Ability to maintain, review and analyse information or data, including quality checks, to support performance monitoring, service delivery priorities and continuous improvement.	E	AF / I
11. Experience of preparing, processing and checking documents or agreements, ensuring accuracy, compliance with agreed procedures and timely completion to avoid delays.	E	AF / I
12. Knowledge of information governance requirements, including maintaining confidentiality and adhering to the Data Protection Act 2018 and UK GDPR when processing and sharing information.	E	AF / I
13. Ability to identify and contribute to improvements in processes and procedures, escalating issues where appropriate to improve outcomes, efficiency and value for money.	E	AF / I
Behaviours and Values		
14. Approach the job at all times using the values set out below: • Proud of the difference we make • Passionate about the diversities of the Borough • Pioneering and Open in our Approach Please confirm you are willing to adhere to these values and behaviours.	E	AF / I