



Person Specification			
Post title	Complex Broker	Grade	G / £31,067 - £32,654

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Experience and understanding of social care needs of residents and appropriate care provision particularly in relation to those with complex support needs.	CV/SS, I
S2	High level of negotiating and strong interpersonal and communication skills	CV/SS, I
S3	Knowledge and ability to manage processes for effective purchasing arrangements with providers in liaison with commissioners and social care professionals.	CV/SS, I
S4	Experience and understanding of contractual agreements with providers and liaising with commissioning managers, contracting performance and payments services.	CV/SS, I
S5	A good working knowledge and understanding of relevant legislation, best practice guidance and key national policy drivers in social care	CV/SS, I
S6	A good understanding of the external market and the importance of the market oversight and quality assurance function	CV/SS, I
S7	A good understanding of Safeguarding policies and procedures and the protection of adults at risk	CV/SS, I
S8	A high level of knowledge and ability to manage and maintain databases, ensure timeliness and accuracy of data management and extract pre-set reports appropriately as required.	CV/SS, I
S9	Experience in the use of all Microsoft Office software including, Word, Excel, PowerPoint and Outlook, ability and familiarity with main internal database systems.	CV/SS, I
Personal attributes and circumstances		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		

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C1	Excellent interpersonal skills with an ability to develop trusting relationships, with both service providers and key stakeholders and people who use the services.	CV/SS, I
C2	Ability to work as part of a team	CV/SS, I
Qualifications		
Q1	A relevant professional or academic qualification to NVQ4 or an equivalent level of proven experience relevant to the requirements of the post	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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