Kent County Council

Job Description: *Purchasing Coordinator*

Directorate:	**AH AIC**
Unit/Section:	**Strategic Commissioning Assurance**
Grade:	**KSE**
Responsible to:	**Team Manager**

Purpose of the Job:

Work in partnership with multiple Teams across Adult social care and Health to purchase a range of supported living support services for individuals, working in emergency or planned situations. To enhance and simplify the process of referrals and purchasing in collaboration with the person and colleagues.

Main duties and responsibilities:

1. Manage and prioritise referrals based on risk, working quickly and efficiently following KCC procedures.
2. Working closely with Locality teams, health, providers, Commissioning, CQC, and the people we support and their representatives.
3. Support senior managers when responding to emergency planning issues including home closures, following business continuity arrangements.
4. Manage referrals for long and short term placements following KCC contractual procedures. Ensure that this is done in an efficient and timely manner; negotiate with providers to ensure best value for KCC. Where appropriate calculate costs using the Cost Model Matrix Tool.
5. Maintain the relevant client system for service provision, and other ancillary information, running reports as requested, to ensure that up-to-date contract information is available for relevant stakeholder teams, in a timely manner.
6. Support managers in training new starters, providing guidance & support to staff through their induction period.
7. Manage relationships and define pathways of collaboration with Supported living brokerage team to enable smooth transition through pleacement and accommodation.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Purchasing Coordinator*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	• Level 3 qualification or relevant experience • GCSE Math's and English Grade A-C
EXPERIENCE	• Experience working as part of a team • Preferable experience of working in Health or Social Care • Knowledge of the Social Care Sector • Preferable experience of purchasing or arranging services
SKILLS AND ABILITIES	• Ability to communicate effectively with people by telephone and in writing • Ability to manage difficult conversations • Advanced knowledge and skills in a wide variety of Microsoft packages • Ability to organise and prioritise own workload • Ability to communicate with a range of people including providers, individuals and their representatives. • Interpersonal, organisational and administrative skills • Ability to explore alternative support to meet eligible needs and a positive approach towards meeting outcomes and promoting independence • Ability to arrange services that are value for money and meet individual need • Ability to create, maintain and validate information in a range of formats • Ability to investigate and identify issues with providers and escalate them appropriately • Commitment to support the Directorate's Equality and Diversity Policy Statement which is an integral part of the Directorate's service delivery • Awareness of your own and others health and safety • Ability to travel flexibly across a wide geographical area in accordance with the needs of the job
KNOWLEDGE	• Understanding of the needs of individuals, carers and their representatives. • Awareness of integrated working with partner agencies • An awareness of key policies, legislation and statutory guidance, and eligibility criteria relating to provision of support to the client group, including the Care Act.

	• Awareness and understanding of Safeguarding, Mental Capacity Act/DoLS
KENT VALUES AND CULTURAL ATTRIBUTES	**Kent Values:** • We are **brave.** We do the right thing, we accept and offer challenge • We are **curious** to innovate and improve • We are **compassionate**, understanding and respectful to all • We are **strong together** by sharing knowledge • We are all **responsible** for the difference we make Our values enable us to build a culture that is: **Flexible/agile** - willing to take (calculated) risks and want people that are flexible and agile **Curious** - constantly learning and evolving **Compassionate and Inclusive** - compassionate, understanding and respectful to all **Working Together** - building and delivering for the best interests of Kent **Empowering -** Our people take accountability for their decisions and actions **Externally Focused** - Residents, families and communities at the heart of decision making (If this document is being used for recruitment purposes, examples of Behaviours which support the Kent Values will need to be demonstrated within the context of this post)