



Care Purchasing Co-ordinator

Salary: Band: 6, £29,170 - £33,119 p.a,

37 hours per week: Monday - Friday.

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business need. You will be required to attend **5 days per week while you learn and develop the skills required**. Once you're fully competent in all aspects of the role, the option of hybrid working could be explored — balancing flexibility with the needs of the service.

Location: Civic Offices, Portsmouth

The Service

The Care Purchasing Team is a small team, based in the Civic Offices and plays a vital role supporting the Adult Social Care Service and their clients. The team is responsible for arranging packages of care and placements when directed using the Health & Portsmouth brokerage module for Hospital discharges, ASC older people, clients with a physical disability and Continuing Health Care clients and people with Learning Difficulties.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

The role would appeal to people who enjoy a busy and varied work load, where no two days are the same.

What is the purpose of Adult Social care from a service user perspective

Help me, when I need it, to live the life I want to live.

What is the role?

The main responsibilities of this role are:

- Arranging packages of care & placements for Adult Social Care clients with care providers when directed.
- To create and send to providers the Contract order form which is issued in accordance with the dynamic purchasing system agreement and call off contract for Domiciliary Care Services.
- Timely and accurate recording of all orders on the ASC Finance system ContrOCC for all care packages commissioned via the brokerage module as well as residential/nursing/supported living/in house/day care/other.
- Liaising with Adult Social Care and Providers to resolve queries and make amendments to care packages to reflect changes in care needs.
- Providing a high level of customer service to external and internal clients by telephone, in writing and in person.
- Assisting the ASC Finance, Payments & System Manager as and when required with system testing and system enhancements.

Who is the person?

You need to:

1. Have good interpersonal skills and confidence in dealing with and liaising with ASC and Health practitioners and external care providers.
2. Be able to work autonomously, under pressure & to deadlines.
3. Be able to plan and prioritise your work and concentrate on the most important matters.
4. Have a good standard of literacy and numeracy.
5. Have good verbal and written communication skills. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
6. A strong attention to detail as you will be required to produce accurate work, in order to maintain records and process transactions with the minimum of errors.
7. Be able to work effectively with other team members and work in the best interests of the team.
8. Be competent in the use of Microsoft Office applications and/or other IT systems which are used for recording and storing information.
9. The ability to be able to multi-task as there are occasions which this role needs to juggle commissioning more than one package/resolving problems/queries at a time.
10. Have strong investigative skills and not be afraid to question things when they don't look right.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

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