

Care Purchasing Co-ordinator

Salary: Band: 6, £28,239 - £32,061 p.a, (£14,119 - £16,030 for 18.5 hours)

18.5 hours per week - Monday - Friday - hours to be worked 8.30 am - 12.15 pm, 9.30 am-1.15 pm.

Please indicate on your application which hours you are applying for.

The Service

The Health & Adult Social Care, Care Purchasing Team is a small team, based in the Civic Offices. The team are 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.

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.

What other members of the team say about the role:

'As an Care Purchasing Co-ordinator I play a central role in organising the care for Adult Social Care clients.

On a daily basis I am required to demonstrate the ability to work confidently and effectively, prioritising my workload and speaking directly with internal and external individuals.

This is a challenging and rewarding role for someone who enjoys working closely within a team and is able to adapt to the increasing demands in a changing environment' - Karen - Care Purchasing Co-ordinator

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. Have knowledge of the process of raising purchase orders and supplier invoicing.
9. Be competent in the use of Microsoft Office applications and/or other IT systems which are used for recording and storing information.
10. 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.

How to apply: Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.



For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

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