

**Job Profile Information:** Care Funding Negotiator

**Job Grade:** Level 4, Zone 1

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

**Role Purpose:**

Camden is developing its MTFS and this role is to lead and project manage the savings proposals through reducing costs of targeted care packages and deliver best value for Camden.

The Care Funding Negotiator will be the lead officer responsible for coordinating and leading on the negotiation of targeted new placements and existing placement reviews for accommodation based support, including residential and nursing care, residential colleges, supported living providers and similar support agencies, for people with learning disabilities, physical disabilities, mental health needs, neurological and rehabilitation needs and other high support clients, aged over 18 and typically aged under 65.

The negotiator will work in partnership with care management leading on cost negotiation with providers using tools such as CareCubed (or equivalent) to inform the negotiation process.

The negotiator will develop proposals and support the implementation of embedded cost negotiation principles and process's within the placement and purchasing function for Adult Social Care (ASC).

**Example outcomes or objectives that this role will deliver:**

**Deliver on cost effective and timely purchasing arrangements for ASC complex and high cost support**

- Project manage targeted high cost placement negotiations with providers, using tools such as CareCubed (or equivalent) to inform the negotiation process.
- Ensure that systems and processes are in place to track, evidence and deliver on targeted high cost new placement and reviews delivering cost avoidance and direct cost savings
- Work with colleagues in other parts of the organisation and partner agencies to deliver continuing improvements of process and to deliver services and products appropriate to their needs and expectations.
- Project manage the implementation and embedding of CareCubed (or equivalent) for ASC.
- Contribute to the development, delivery and review of strategic commissioning, planning, performance and governance of services for adults so that overall costs are reduced but the life chances as adults are maximised.

### **Lead on delivering effective and efficient targeted cost negotiation for ASC**

- Lead negotiations with supported living, residential and nursing home providers and successfully negotiate fair placement prices for both new and existing placements and contracts and better support and outcomes based on social workers/review officer reviews and CareCubed outputs.
- Train and develop staff on negotiation, CareCubed and difficult conversations to ensure best value
- Evaluate and understand review/reassessments and clarify needs with social workers and review officer, ensuring accuracy and validity
- Identify improvement to ASC assessment and planning process to support effective cost negotiation
- Lead on the development of appropriate financial reconciliations to ensure budget planning forecasts are appropriately informed

### **Contribute to effective change within the Council's end to end business processes**

- Hold a level of understanding on the Council's end to end business processes to ensure that assessment and purchasing processes and procedures work effectively to obtain best value
- Be responsible for adhering to and reviewing the Councils care funding negotiation strategy including risk management.
- Be responsible for identifying system improvements in regard to complex placement negotiations.

### **People Management Responsibilities:**

- The post has no line management responsibilities.

### **Relationships:**

- The role sits in the Resource Coordination team (RCT) within the Supporting People directorate, reporting directly to the RCT Service Manager. The post holder will be largely self-directed when managing the implementation and embedding of CareCubed and targeted high cost placement negotiations.

## **WORK CONTEXT**

---

### **Communications and working relationships**

- Develop and maintain positive working relationships with our care management, commissioning, providers, independent regulators and other local authorities and NHS provider services
- Work collaboratively with adult social care staff to anticipate risks and issues,

- Proactively work with providers to tackle quality issues.
- Key job titles/groups that the jobholder works with on a regular basis:
  - Heads of Service/Service Managers/team managers Operational Managers in ASC and occasionally Service Managers.
- Social Workers/Occupational therapists/Access and Support Officers and other colleagues in ASC
- Other local authorities' commissioning teams and NHS provider teams
- In house procurement teams

### **Contribute to financial reporting / service planning / performance indicators**

- Ensure that data integrity is maintained on Mosaic to a high standard to allow for confident financial reporting and service planning
- Provide reports on performance indicators as developed through the project
- Work jointly across ASC with staff to develop and update operating processes and procedures
- Undertake the implementation and monitoring of benefits realisation plans
- Contribute to an evaluation of the impact and effectiveness of the approach towards the end of the fixed term period.

### **Support the ASC safeguarding approach**

- Awareness of safeguarding issues that the London Borough of Camden or other Local Authorities are investigating where this may affect long term arrangements
- Ensure that concerns / complaints received are recorded and notified to the Team Manager of the Resource Coordination team in line with the team's policies and procedures

### **Provide flexible and innovative support in contributing towards team work priorities**

- Promote an adaptable and positive approach, responding flexibly to the needs of the service

### **KNOWLEDGE**

---

- Utilising CareCubed (or equivalent) for new and existing residential based placements
- Understanding of contract compliance and of individual commissioning responsibility
- Good knowledge of funding issues relating to customer's personal finances

## **SKILLS**

---

- Ability to use CareCubed (or equivalent) to calculate a fair price for residential based provisions
- Ability to negotiate a fair fee with providers
- Ability to exercise judgement and expertise in negotiating variations to contracts and fees.
- Ability to deliver management information/reports to ensure trends and risks are escalated to line managers with remedies and/or options for mitigation.
- Ability to analyse and assess quality assurance issues.

## **EXPERIENCE**

---

- Experience of negotiating fees using CareCubed (or equivalent) and producing tangible savings.
- Identifying savings, negotiating with providers to achieve savings and develop the market.
- Provide training and leadership across the council savings projects and in the on-going implementation of the personalisation agenda