



JOB DESCRIPTION

Job Title:	Placements Officer – Children's		
Directorate:	People	Salary:	£30,024 - £35,412 FTE plus £729 London Weighting
Section:	Commissioning	Grade:	BG-H SCP 15 - 24
Location:	Time Square	Work Style:	Hybrid

Key Objectives of the role

Working as part of a team you will be required to manage, and respond to, referrals for care support from frontline teams and to respond with options within agreed deadlines. You will be required to source appropriate care support services whilst also achieving best value for the local authority, building relationships and knowledge of providers and services in the community as part of the sourcing process.

The main purpose of this role is to identify and arrange person centred, cost-effective care and support to meet the young person's needs, ensuring the provision of: -

The right 'Support'

- Services will be sourced to meet the needs of each individual

At the right 'Time'

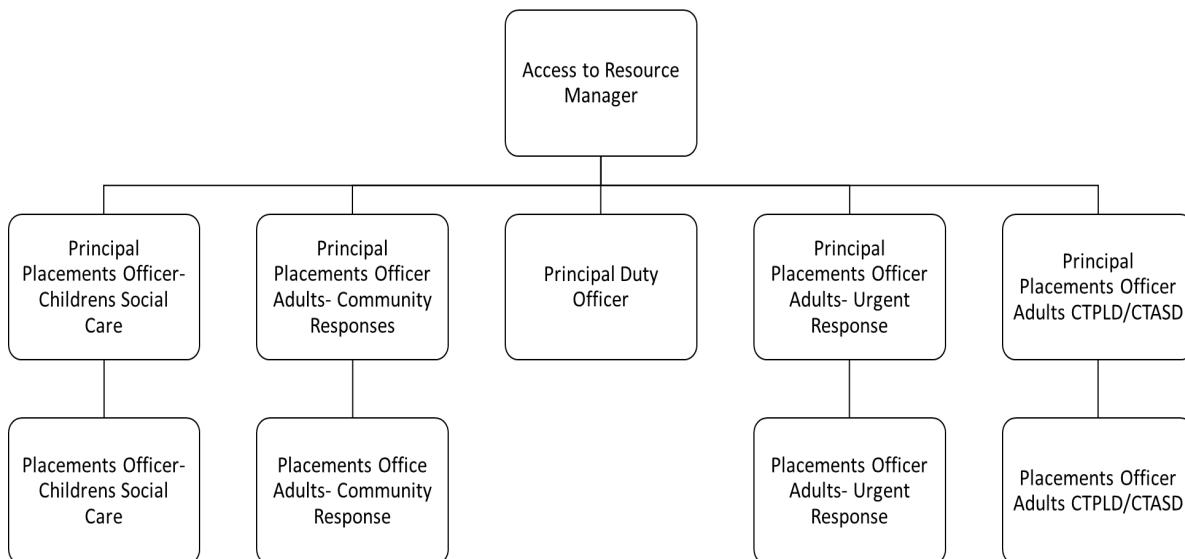
- Services will be sourced in a timely way

At the right 'Price'

- Services will be cost effective and within the available budget

The service arranges and purchases care and support to meet the needs of all individuals in need of care. This includes sourcing and arrangement of specialist placements and packages of care as well as use of block contracts, approved provider lists and framework agreements.

Designation of post and position within departmental structure



Daily and monthly responsibilities

1. Develop and maintain a sound working knowledge of care and support in the designated portfolio area - for example:
 - Informed market knowledge and expertise
 - Thorough understanding of purchasing tools and approaches
 - Working knowledge of operational practice, including the outcome focus, value base and statutory framework
2. Assist with the delivery of a high-quality care sourcing function. QA all referrals to ensure they are person centred and compliant to relevant regulations. Ensuring value for money through the use of cost-effective options, sound market overview and provider engagement. Actively supporting, developing, and maintaining good relationships with providers and colleagues.
3. Ensure that care and support options meet the council's quality standards and assist with the collation of key information from providers to support quality assurance and Care Governance decisions.
4. Assist with the collection and recording of data for purposes of decision making, audit and quality assurance.

5. Responsible for the completion of all services and paperwork to ensure providers know what services they need to offer and are paid in a timely manner.
6. To complete check in calls with providers to ensure the placement is going well and fed back any concerns/compliments to the care team and The Principal Placements Officer – Children's.
7. To maintain and audit the Childrens savings accounts.
8. Assist will be sourcing and relevant paperwork service entry: Childrens placements, IFA or 16.

Scope of role

Budgetary/Resource Control

No direct budgetary responsibility, but efficient and timely placements to individuals impacts on meeting that person's care needs.

Impact

Efficient and timely placements for individuals are essential for the council's reputation and the impact on meeting the person's care needs. An efficient, customer-focused response to enquiries is essential.

Commitment to the Council's Equal Opportunities policy at all times

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only

PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> GCSE or equivalent standard of education, or qualified through relevant experience Care purchasing and Brokerage accreditation Willingness to train where appropriate to meet the needs of the service 	<ul style="list-style-type: none"> ECDL NVQ in Customer Service/Social Care GDPR knowledge
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Excellent communication skills, both verbal and written to present varied, complex and contentious information in an understandable way to a range of audiences, including other staff, customers and external stakeholders Excellent interpersonal skills, collaboratively working with partners, to consult with relevant stakeholders and members of the community Ability to work under own initiative and be confident in your decision making Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. Good level of knowledge of computerised systems, including Word processing, spreadsheets and email. Organised and able to prioritise own workload. Demonstrating the ability to deal with considerable levels of work-related pressure, for example from deadlines, interruptions or conflicting demands Be able to problem solve and give comprehensive solutions 	<ul style="list-style-type: none"> Good knowledge of Social Care including relevant legislation Knowledge of Social care systems. IE LAS/Mosaic/Contr occ

Work-related Personal Requirements	<ul style="list-style-type: none">• Methodical, organised and accurate approach to work.• Resilient in complex situations• Commitment to high quality customer care• Ability to work under pressure and meet challenging deadlines• Flexible, adaptable and calm	<ul style="list-style-type: none">• Receptive to new ideas and able to think creatively• Ability to challenge and push back on service requirements
Other Work Requirements	<p>A satisfactory standard Disclosure and Barring Service check.</p> <p>The ability to converse easily with members of the public and respond effectively to questions in spoken English</p> <p>Ability to relate to and empathise with citizens using our services.</p>	
Role models and demonstrates the Council's values and behaviours	<p>Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities.</p> <p>We make our values real by demonstrating them in how we behave every day.</p>	

All staff should hold a duty and commitment to observing the Council's Equality & Dignity at Work policy at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

