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| **Job Description and Person Specification** |  |
| **This authority has a responsibility for, and is committed to, safeguarding and promoting the welfare of children, young people and adults at risk, and requires all staff and volunteers to share this commitment.**  **Solihull Council is committed to equal opportunities and expects all staff and volunteers to recognise and value differences.** | |

**SECTION A: Role Profile**

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| **Post Title** | Senior Placement Officer | **Post No** | W6620 |
| **Directorate** | Children’s Services & Skills | | |
| **Division** | Planning, Performance and Commissioning | | |
| **Band and Salary** | Band D  £30,296 to £34,834 per annum. Incremental progression is subject to performance. | | |
| **Responsible to** | Children’s Senior Commissioning Officer | | |
| **Contract Type** | 18-month fixed term contract to cover secondment | | |
| **Location** | Council House  Hybrid Working | | |
| **DBS Check** | Standard Check | | |
| **Fluency Duty** | This post is covered by the Fluency Duty, as outlined in the Code of Practice on the English language requirements for public sector workers. | | |

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| **Special Conditions** | n/a |

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| **Role Purpose** |
| To provide an effective commissioning approach to securing external placements for our children and young people looked after, and to act as an interface between Children’s Commissioning, social care and market providers.  To negotiate directly with providers to secure best value under the terms of available contractual arrangements, or by exception in arranging spot placements.  To enhance market intelligence and information management processes within the Childrens Commissioning & Placements Team. |

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| **Role Responsibilities** |
| * To undertake brokerage of Residential, Fostering and Supported Accommodation placements for our Children Looked After, with external providers in respect of framework agreements and spot purchase arrangements. * To review individual child level documentation prior to uploading to the placements portal to ensure it is accurate, liaising with social workers to ensure it includes the appropriate level of detail to share with providers to secure optimum placement offers. * Negotiating placement prices, working closely with social workers and commissioners to maximise value for money and securing the best care outcomes. * Undertake pre-placement quality assurance checks of prospective placement providers to inform the decision to place a child. * Organise and continually review costs of placements working with social workers to ensure the right level of service is in place to meet the child or young person’s current needs, identifying and progress cost reductions with providers. * Maintain and update social care computerised information systems with detailed costs of placements and associated care packages for individual children and relevant details of independent agencies in the voluntary and private sector who provide placements for Children Looked After and Children in Need. * Collect, collate and maintain data quality and accuracy from internal and external stakeholders to support the overall contract management and quality assurance requirements for contracts in place for external placements. * To work in partnership with colleagues in children’s social work teams to ensure all required contract documentation is in place for all external placements. * Support the review of provider performance through the provision and monitoring of statistical information and soft data available. * Develop provider relationships though regular on-going contact with a range of providers whilst a Solihull child is in placement with them to support effective contract management. * Arrange and minute Provider Review Meetings as and when required. * Report cost avoidance and savings achieved through their intervention in the search and contract management process. * To support commissioners with the provision of accurate Statistical Information as and when required. * Maintain confidentiality of personal data as appropriate in respect of young people placed externally. * To undertake other duties that the Council shall from time to time require that are commensurate with the grading of the post. |

**Section B: Person Specification**

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|  | **Essential Criteria** | **Desirable Criteria** | **Measured By** |
| **Education & Qualifications** | Educated to Level 3 (or equivalent)  or  Able to demonstrate specialist skills & knowledge gained from experiential learning. |  | Application Form  Certificates |

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| **Experience & Knowledge** | Knowledge and experience of working with financial processes and procedures in the context of procuring goods or services in an organisation. |  | Application Form  Interview |
| Knowledge and experience of working with data management systems and ability to utilise existing data management systems to support improvements in market intelligence. |  | Application Form  Interview |
| Experience of planning, organising and co-ordinating work activities. |  | Application Form  Interview |
|  | Understanding of Local Authorities statutory commissioning responsibilities in relation to providing accommodation for children looked after (Sufficiency Duty) | Interview |
| Experience of using Microsoft Office including Outlook, Word and Excel. | Knowledge of ICT packages such as or similar to Liquid Logic Care Systems (LCS) | Application Form  Assessment |

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| **Skills & Abilities** | Strong and proven negotiation skills including face to face, telephone or email communication, ideally with care providers and other stakeholders. |  | Application Form  Interview |
| Effective communication skills including the ability to communicate complex (and sensitive) information both verbally and in writing. |  | Interview |
| Ability to build and maintain effective relationships with providers, stakeholders and colleagues. |  | Application Form  Interview |
| Effective organisational and time management skills including the ability to work in a fast-paced environment, prioritise own workload, meet targets and tight deadlines, and work well under pressure. |  | Application Form  Interview |
| Effective numerical and IT skills. |  | Application Form  Interview |
| Accuracy and attention to detail. |  | Application Form  Assessment |
| Ability to work with confidential and sensitive information and managing personal data in accordance with data protection regulations. |  | Interview |
| Ability to present complex written and verbal information effectively. |  | Application Form  Interview |

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| **Core Behaviours** | **Excellence -** With enthusiasm, you work to deliver a high-quality service from your work location, whether that be in a Council building or in a remote working location, to meet customer, organisation and personal expectations. You adopt a ‘can do’ attitude in all of the work you deliver, ensuring it meets the needs of current and potential customers. | Interview |
| **Simplicity -** You actively seek ways to prevent over-complication or confusion, by adopting the most simplified approach to work. You communicate clearly and concisely, ensuring that the message is understood by all taking into account hybrid working. | Interview |
| **Trust and Respect -** You are aware of your impact on others including confidentiality, team relationships and wellbeing. You value openness and listen carefully to understand the views of others. You promote the values of inclusion and diversity and actively work to minimise any harm caused to others in order to foster an environment of mutual trust and respect. | Interview |
| **Working Together -** You work with others to reach a common goal; sharing information, supporting colleagues, both in their work and wellbeing, and searching out expertise and solutions from relevant partners and/or the communities we serve. | Interview |
| **Responsibility -** You take ownership for your own wellbeing, work and working environment and use your initiative to deliver. You are accountable for your own performance and development, and you take responsibility for your actions and decisions. | Interview |

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| **Other Requirements** |  |  |

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| **Compiled/Reviewed by** | Nicki Gilbert – Senior Commissioning Officer |
| **Date** | July 2024 |

**Section C: Additional Information**

**Corporate Parent Responsibilities**

All employees should act as an advocate for our Looked After Children; fulfilling our corporate parenting responsibilities by considering Children and Young People in everything we do.

**Health and Safety**

Health and safety laws require all employees to help the Council maintain and improve health and safety standards. This means that the post holder must take reasonable care of his/her own and others’ health and safety and co-operate with any reasonable request to support the Council, managers and other employees, in meeting their health and safety legal responsibilities. Line managers have additional responsibilities to ensure that policies, procedures and safe systems of work are implemented on a daily basis.

All duties and responsibilities must be carried out in line with the Council’s Corporate Health and Safety Policy and any local safety procedures.

**Information Management**

As an employee of the Council, the post holder will be expected to manage information in accordance with standards outlined in the Corporate Records Management and Information Security policies. They will ensure that information used is held and transmitted securely in a manner commensurate with its sensitivity, and that it complies with the provisions of Data Protection legislation and guidance.

The post holder will be accountable for ensuring that he/she is aware of relevant Council policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

**Training and Development**

The Council is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

**Solihull Behavioural Framework**

The Council expects all employees to conduct themselves in a way that is consistent with the values and behaviours set out in the Solihull Behavioural Framework.

**Mobility**

Whilst this post is initially to a specific post, the post holder may be exceptionally required to transfer to any post appropriate to their grade at such a place as in the service of the Council they may be required.

**Variations to Job Descriptions**

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the Council therefore retains the right to amend job descriptions to reflect changing requirements.