



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Home Finding and Quality Assurance Manager
Job Reference	713128
Service	Children's Services: Strategy, Commissioning and Transformation
Team	Home Finding Team
Location	Hybrid - Shute End / Homeworking
Reports to	Head of Strategic Commissioning & Transformation
Responsible for	2 x Home Finding & Quality Assurance Officers 1 x Contracts Officer
Grade	11
Contract Type	Permanent
Hours	Full-Time - 37.0

Main Accountabilities	
1.	<u>Placement Brokerage & Sourcing</u> • Lead the sourcing and matching of placements for children we care for and care leavers, including emergency, short-term, and long-term options. • Oversee the identification and commissioning of independent and non-maintained special schools for children with SEND and Alternative Provision. • Build and maintain strong relationships with local and regional providers to maximise local placement options.
2.	<u>Quality Assurance & Contract Management</u> • Implement and maintain a robust quality assurance framework to monitor placement quality, outcomes, and compliance. • Lead the development and maintenance of a comprehensive contracts register for all placements and service contracts. • Conduct comprehensive due diligence and quality assurance checks on all providers before making placement decisions.





3.	<u>Team Leadership & Performance Management</u> • Manage a team of Home Finding & Quality Assurance Officers and a Contracts Officer. • Set and monitor performance KPIs for the team, ensuring timely and effective placement activity. • Provide regular supervision, support, and development opportunities for team members.
4.	<u>Strategic Commissioning & Sufficiency Planning</u> • Contribute to the development and delivery of the annual Sufficiency Strategy. • Provide quarterly performance updates to the Children's Services Improvement Board and Leadership Team. • Work collaboratively across council departments and with external partners to ensure joined-up commissioning.
5.	<u>Stakeholder Engagement & Best Practice</u> • Represent the service in national and local forums to share and adopt best practice. • Engage with children, young people, families, and providers to ensure placements are responsive to needs. • Support the development of innovative commissioning approaches that improve outcomes and reduce reliance on high-cost placements.
6.	<u>Regional Care Co-operative</u> Work with and support the Southeast Regional Care Co-operative to ensure children and young people are placed in local, stable and loving homes that meet their individual needs as well as ensuring sufficiency of placements and a reduction in costs.
7.	<u>Management of Framework Arrangements</u> Management of relevant framework arrangements for Placements to ensure quality, compliance, cost-effectiveness, and sufficiency in the placement market by: • Strategic sourcing and brokerage of placements. • Market engagement and sufficiency planning. • Oversight of internal and external provision. • Collaboration with legal, finance, procurement, and Children's Services' teams
8.	<u>Data Analysis</u> • Work with the Performance Team to provide regular management information in relation to children and young people's placements that supports strategic decision-making • Analyse and report on placement trends and sufficiency planning • Track contract expirations and coordinate renewals in collaboration with procurement and legal teams





Person Specification	Essential	Desirable
Education/Qualifications	- Degree-level qualification in a relevant subject. - Evidence of continuous personal and professional development.	- Management qualification or working towards. - Membership of relevant professional body
Experience	- Experience of working in commissioning or support tasks (e/g/ monitoring quality, performance or evaluating costs) - Experience of people management development of staff to support career progression, continuous professional development, and staff engagement - Experience of working with a range of colleagues across Children's Services in operational and strategic roles. - Experience of successfully resolving complex cases that require an element of judgement. Experience of identifying, developing, and delivering opportunities for improving the service. Experience of working in a matrix management environment, where crossteam and cross-organisation working are essential.	
Skills/Knowledge	- Excellent communication skills, both verbally and in writing, to a variety of audiences. - Competent in use of IT and in particular of Microsoft suite of products – Word, Excel, PowerPoint, Outlook. - Ability to negotiate, persuade and influence at all levels, including senior managers and partners - Experience in commissioning, placement sourcing, and contract management within children's services. - Strong negotiation and relationship-building skills with providers and stakeholders. - Good planning and organisational skills, and ability to manage own and others' workloads to achieve desired outcomes. - Ability to understand political and organisational sensitivities and tailor approach accordingly. - Ability to actively listen to extract and assess the important information, ask pertinent questions in order to seek clarification.	- Knowledge of Council's financial regulations and how they may affect procurement. - Broad understanding of local government structures and functions. - Experience in SEND commissioning or education placements. - Familiarity with sufficiency planning and market shaping.





	• Ability to interrogate & analyse data & information. • Effective report writing skills, able to make recommendations for decision making. • Knowledge of relevant legislation, procurement processes, and safeguarding requirements. • Knowledge of the political landscape, legislative frameworks, and regional and national drivers surrounding children's placements. • Good problem-solving skills and ability to identify and implement appropriate solutions	
Behaviours/Attributes	• Professional demeanour, able to present with confidence. • Able to manage conflict and work constructively with potentially contentious situations. • Inclusive and supportive management style	• Experience of working with a range of colleagues across Children's Services in operational roles

Purpose Details	
Service Purpose	The Home Finding Team sits within Strategy, Transformation and Commissioning service. The service works closely with a range of teams across the council, as well as external partners, in order to achieve sufficiency of placements for our children in care, care leavers and for those children and young people with SEND who require specialist education settings or alternative provision.
Role Purpose	The Home Finding Manager will lead the strategic sourcing and brokerage of placements for children we care for, care leavers and children with SEND, ensuring high-quality, value-for-money provision that meets individual needs. This includes a range of placement types such as residential care, independent fostering agency (IFA) placements, parent and child placements, supported accommodation, and specialist education settings for children with SEND. The post holder will also oversee internal provision operated or commissioned by the local authority, ensuring alignment with sufficiency planning and best practice.





Supervision and Relationships	
Supervision Received	Regular supervision provided by Head of Strategic Commissioning and Transformation
Supervision Given	Home Finding & QA Officers Contracts Officers Commissioning Officers
Contacts	- Internal: Children's Services, Legal, Finance, Procurement, Housing, Performance Team - External: Providers across both Social Care and Education, Health, Schools, VCFS organisations, Regional Commissioning networks

Resources/Budget Management
The post holder will have line management responsibility for all members of the Home Finding Team. The post holder will be accountable for Children's Placements budget (over £1,000,000).

Special Requirements
Ability to travel to a variety of locations in borough, attend occasional evening meetings.
This role will require an Enhanced DBS check.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	N
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	Y
Driving for Work	N
Hand Arm Vibration	N
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N





WOKINGHAM
BOROUGH COUNCIL

Night Working	N
Safety Critical Work	N

Nature of the Role	Details
Healthcare or Hospital Work	N
Working with Children (under 18)	N
Working with Elderly/Vulnerable Adults	N
Work Environment Details	Hybrid working - Office based & home based

Role Involvement	Details
Working with Children	N
Working with Vulnerable Adults	N
Both of the Above	N
Providing Care/Supervision for Children	N
Providing Care/Supervision for Vulnerable Adults	N
Both of the Above	N
None of the Above	

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS required
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks

Evaluation Declaration	
Date of Evaluation:	September 2025
Evaluated by:	HR Team

