

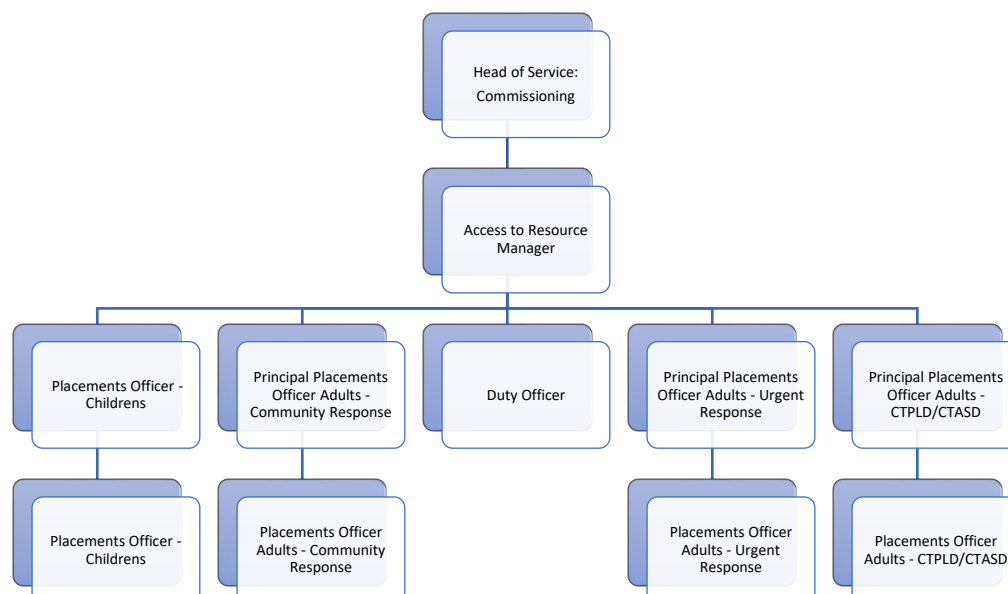
Job description

Job title:	Placements Officer – Children's		
Directorate:	People	Salary:	£30,024 - £35,412 per year Plus £729 London Weighting
Section:	Commissioning	Grade:	BG-H, SCP15-24
Location:	Time Square	Work style:	Flexible

Key objectives of the role

- Work collaboratively within a team to manage and respond to referrals for care and support from frontline services, ensuring timely and effective outcomes in line with agreed deadlines.
- Source and arrange appropriate care and support services that meet individuals' needs while achieving best value for the local authority.
- Develop and maintain strong relationships with care providers, building in-depth knowledge of available community services to support effective sourcing.
- Ensure all care and support arrangements are person-centred, delivering:
The right support – tailored to meet each individual's assessed needs.
At the right time – delivered promptly to avoid delays in care.
At the right price – cost-effective and delivered within allocated budgets.
- Coordinate and procure a range of care solutions, including specialist placements and bespoke care packages, using approved provider lists, framework agreements, and block contracts

Designation of post and position within departmental structure



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Daily and monthly responsibilities

1. Develop and maintain a sound working knowledge of care and support within the designated portfolio area, including:
In-depth market knowledge and expertise.
A thorough understanding of purchasing tools and procurement approaches.
A working knowledge of operational practice, including outcome-focused approaches, organisational values, and the statutory framework.
2. Assist in delivering a high-quality care sourcing function by quality assuring (QA) all referrals to ensure they are person-centred and compliant with relevant legislation, policies, and regulations. Ensure value for money through the use of cost-effective options, sound market knowledge, and effective provider engagement. Actively support, develop, and maintain positive working relationships with providers and colleagues.
3. Ensure that care and support options meet the Council's quality standards and assist with the collection of key information from providers to support quality assurance and Care Governance decision-making.
4. Assist with the collection and recording of data to support decision-making, audit requirements, and quality assurance activities.
5. Be responsible for completing all service documentation and administrative processes to ensure providers understand the services they are required to deliver and are paid accurately and in a timely manner.
6. Complete check-in calls with providers to ensure placements are progressing well, and communicate any concerns or compliments to the care team and the Principal Placements Officer – Children's.
7. Maintain and audit Children's savings accounts.
8. Assist with sourcing Children's placements, including independent fostering agency (IFA) and 16+ placements, and complete all relevant service entry and associated documentation.

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.

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Person specification

Key criteria	Essential	Desirable
Skills and qualifications	GCSE or equivalent standard of education, or qualified through relevant experience. Willingness to train where appropriate to meet the needs of the service	ECDL NVQ in Customer Service/Social Care GDPR knowledge Care purchasing and Brokerage accreditation
Competence summary (Knowledge, abilities, skills, experience)	Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. 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 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	Good knowledge of Social Care including relevant legislation Knowledge of Social care systems. IE LAS/Mosaic/Controcc
Work-related Personal Requirements	Methodical, organised and accurate approach to work.	

	Resilient in complex situations and be able to manage their own wellness Commitment to high quality customer care. Ability to work under pressure and meet challenging deadlines. Flexible, adaptable and calm.
Other work requirements	A satisfactory Disclosure and Barring Service check The ability to converse easily in spoken English, explain complex or technical information to members of the public and respond effectively to detailed or complex questions for an extended period of time.
Role models and demonstrates the Council's values and behaviours	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. We make our values real by demonstrating them in how we behave every day.

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