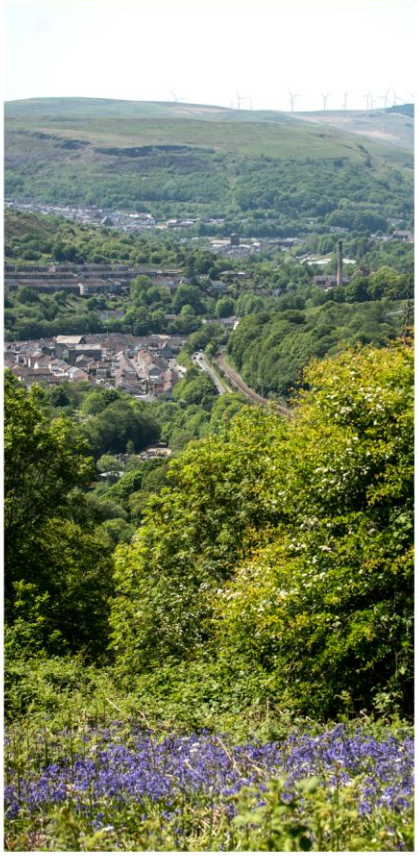
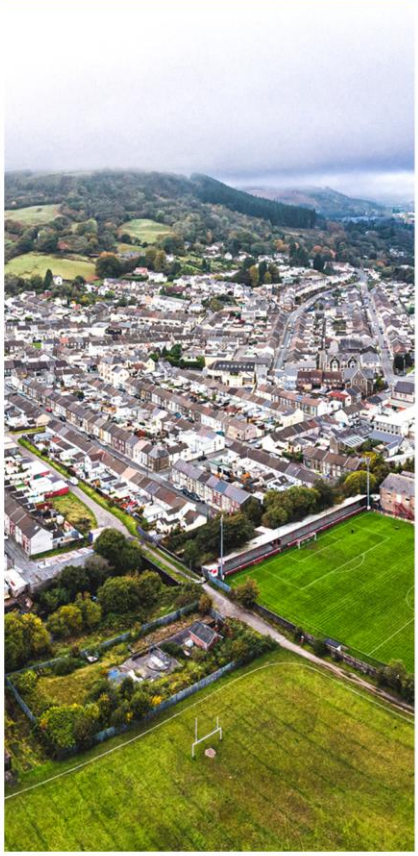
SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS

RHONDDA CYNON TAF







Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

Mae'r ddogfen hon ar gael yn Gymraeg / This document is also available in Welsh

JOB DESCRIPTION

Assistant Placement Advisory officer

Post Reference Number: POST020384
Date of Job Description: 28th of September 2026
Version: 1

Grade	GR7
Location	Ty Elai
Group	Community Services
Division	Community Wellbeing and Resilience Service
Department/Section	Flying Start Operational Team
Team/Sub Section	Flying Start Operational Team
Responsible to	Placement Advisory Officer
Posts reporting to this post	None
DBS Required	Enhanced Children Including baring list 3 year renewal

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales. Our vision is for a Rhondda Cynon Taf where "All people, communities, and businesses can grow and live in a healthy, green, safe, vibrant, and inclusive County Borough where they can achieve their full potential in all aspects of their lives and work, both now and in the future"

If you work for us, your work contributes to making a positive difference in our communities. We are committed to creating a rewarding and inclusive working environment that reflects our values and priorities.

We provide excellent induction, training, and development programmes to help you grow within your role and career. You'll be challenged and supported through new opportunities to build new and transferable skills whilst making an impact.

Wellbeing and Work-Life Balance
In our comprehensive Workforce Wellbeing Strategy, which recognises the many elements influencing overall wellbeing. We offer a wide range of benefits and support services to help you thrive in the workplace.

You will have access to a range of wellbeing initiatives including discounted **Leisure for life** membership**, 'Vivup Card'** for discounts on hundreds of products and services and a **Cycle to Work** scheme.

We commission an **Employee Assistance Programme** (EAP) which gives access to 24/7 wellbeing support as well as a wealth of online resources including self-help workbooks, podcasts and health assessments.

Our **pension scheme** offers competitive benefits, with additional financial savings to be had with discounts on hundreds of products and technology and car purchase schemes providing additional ways to manage personal finance, all available through the **staff benefits** platform. There are further opportunities to boost financial wellbeing by learning more via the **Salary Finance** workshops.

In addition, we support work-life balance through flexible, family friendly policies and a generous annual leave entitlement, starting at 26 days (pro rata) rising to 31 days after 5 years of service, plus 8 public holidays and the option to purchase additional annual leave (up to 10 days pro rata). Our inclusive workplace also celebrates diversity with staff networks for employees including the Allies Network, Disability and Carers network, Perthyn (LGBTQ+ Network) and Spotlight (open to Black, Asian, and minority ethnic staff).

Please see our career pages to find out more about working for us.

Purpose of the post:

To support the administration and co-ordination of placements for children entitled to Welsh Government funded childcare, assisting with the effective operation of the online application and placement process, undertaking routine checks and identifying applications requiring further action or referral to the Placement Advisory Officer.

To support the administration of funding associated with childcare placements and Enhanced Capacity Funding (ECF), maintaining accurate financial and placement records, checking information and assisting with the timely and accurate processing of provider payments.

To assist with the administration of cross-county childcare placements, liaising with childcare providers, relevant local authorities and other professionals to ensure accurate information and documentation is maintained and referring any issues or complex matters to the Placement Advisory Officer.

To provide routine advice, guidance and support to childcare providers and parents/carers in relation to childcare placements, liaising with relevant colleagues and professionals and supporting effective placement and transition arrangements, escalating more complex queries or individual circumstances as appropriate.

What you will deliver:

1. To support the Placement Advisory Officer in the administration and co-ordination of childcare placements for children entitled to Welsh Government funded childcare, ensuring applications and placement information are processed accurately and within agreed timescales.
2. To support the effective operation of the online childcare application and placement process, undertaking routine checks, updating records and identifying applications requiring further action or manual intervention by the Placement Advisory Officer.
3. To assist with applications where a child's first, second or third choice of childcare setting cannot be met, undertaking appropriate liaison with parents/carers and childcare providers and referring placement decisions or more complex cases to the Placement Advisory Officer.
4. To act as a first point of contact for routine enquiries from parents/carers, childcare providers, colleagues and professionals in relation to childcare applications and placements, providing accurate information and escalating complex queries as appropriate.
5. To liaise with relevant teams, childcare providers and professionals to support the identification and coordination of appropriate childcare placements and effective transition arrangements for children.
6. To support the administration of cross-county childcare placements, maintaining accurate records and liaising with childcare providers, neighbouring local authorities

What you will deliver:

and relevant colleagues, referring placement, funding or contractual matters to the Placement Advisory Officer as appropriate.

7. To support the administration of funding arrangements for childcare placements and Enhanced Capacity Funding (ECF), ensuring relevant information is accurately recorded and any discrepancies or concerns are identified and referred appropriately.
8. To support the accurate and timely processing of childcare provider invoices and payments, including checking and validating information against placement and attendance records, identifying discrepancies and liaising with providers to resolve routine queries.
9. To maintain accurate and up-to-date information relating to childcare applications, placements, attendance, moves and funding across relevant childcare systems and online portals, undertaking routine checks to support data quality and accuracy.
10. To support the monitoring of childcare placements and attendance information, identifying missing, incomplete or inconsistent information and liaising with childcare providers as required.
11. To assist with the preparation and collation of financial, statistical and performance information relating to childcare applications, placements, attendance, funding and provider payments to support service monitoring and reporting requirements.
12. To establish and maintain effective working relationships and communication with childcare providers, parents/carers, colleagues and other relevant professionals to support the efficient delivery of the childcare placement process.
13. To provide routine advice, information and administrative support to childcare providers in relation to placement processes, systems, attendance information, funding and payment requirements, referring more complex matters to the Placement Advisory Officer.
14. To support the termly childcare placement process, ensuring required administrative activities are completed within agreed timescales and in accordance with relevant Welsh Government guidance, funding requirements and local procedures.
15. To identify and resolve routine operational issues relating to applications, placements, records, invoices and payments, escalating complex, sensitive or significant matters to the Placement Advisory Officer as appropriate.
16. To maintain accurate records and handle personal and sensitive information in accordance with relevant information governance, data protection and organisational requirements.

What you will deliver:

17. To work in accordance with relevant safeguarding policies and procedures, recognising and appropriately reporting any safeguarding concerns identified through contact with children, families or childcare providers.

18. To effectively prioritise and manage own workload, responding to changing service requirements and ensuring work is completed accurately and within agreed deadlines.

19. To contribute to the review and continuous improvement of childcare placement systems, processes and procedures, identifying potential improvements and providing feedback to the Placement Advisory Officer.

20. To participate fully in supervision, performance management and development arrangements and take responsibility for own continuous professional development.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Level 3 Award in Childcare and Education or equivalent	Knowledge of childcare settings in RCT
Knowledge of the key policies and legislation related to the childcare sector	
Appreciation of the challenges of partnership working	

Experience:

Essential	Desirable
Experience of working in a senior administrative role	Experience of working with children, parents and families
Budget monitoring and management	
Processing orders, invoices and maintaining financial record systems	
Working with confidential information	

Experience of administering a process / scheme	
Multi-agency working	

Welsh language skills:

Essential	Desirable
Welsh Language Level 1 ☒ *All employees will be required to undertake a basic Welsh Language induction to reach this level* Welsh Language Level 2 ☐ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☐ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐	Welsh Language Level 2 ☒ Welsh Language Level 3 ☐ Welsh Language Level 3-5 ☒ Welsh Language Level 4 ☐ Welsh Language Level 5 ☐
For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills	

What skills you will use in the workplace:

Competency	**Administrators Competency Framework**
Competency Areas	**Competency behaviours and values**
Communicating Effectively	Sets out written communication clearly, accurately and in a well-structured way. Listens to others and actively checks own understanding. Consistently uses the form of communication that is best for the situation (e.g. verbal, email, writing).

Achieving Results	Anticipates problems and takes action to reduce the risk of things going wrong. Uses their initiative and works without close supervision.
Working with Change	Is willing to try new ways of working and is flexible to them. Makes changes and ideas a reality and helps to make them work.
Personal effectiveness	Shows personal confidence; is decisive. Suggests solutions to problems
Focusing on service users	Provides and promotes highest standards of customer care and service. Promotes service and Council positively.

Special Conditions and Professional Requirements

Flexible working arrangements

Competent ICT skills

The postholder will need to travel independently throughout the Borough Council