

**BRADFORD CHILDREN AND FAMILIES TRUST (BCFT)
JOB PROFILE**

DEPARTMENT: Children's Social Care	SERVICE GROUP: Corporate Parenting
POST TITLE: Service Manager – Placement Support Service	REPORTS TO: Head of Service – Fostering, Residential and Placement Services
GRADE: Proposed grade C	SAP POSITION NUMBER: TBC

The following information is furnished to help those people considering joining Bradford Children and Families Trust (BCFT) to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

The employee competencies are the minimum standard of behaviour expected by the Trust of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

As a candidate/employee you will be expected to demonstrate your ability meet the special knowledge, experience and qualifications required for the role.

Key Purpose of Post

- Lead the services work in directly responding to placement requests in making suitable placements that support children and young people to achieve stability in their lives. This will include working with strategic and operational colleagues in BCFT and partner agencies to ensure a range of placement options which offer value for money which are compliant with all statutory guidelines, legal commissioning and procurement requirements.
- Work closely with the Children's Commissioning Team to ensure that provision used is commissioned and purchased in an appropriate way and that commissioned services are supported and accountable in delivering high quality care.
- Contribute to and support the delivery of the Placement and Sufficiency Strategy including identifying resources, partnerships and funding in partnership with commissioning colleagues.

Main Responsibilities of Post

1. To be responsible for the operational delivery of the Placement Support Service, particularly ensuring that all children have the right living arrangements that are delivered in a timely way, are effective and are based on evidence of meeting the needs of the child.
2. Ensure that placements sourced for children and care leavers are of sufficient quality and are sourced in line with the District's commissioning and quality assurance arrangements.
3. To give specialist advice to BCFT staff regarding the most appropriate placements to meet the needs of individual children and young people, especially those with the complex needs.
4. Review, develop and implement robust systems and processes for making and overseeing placements.
5. Responsible for the implementation and coordination with peers of a process of identifying and remediating placements that are vulnerable to breakdown and when a child's living arrangements become vulnerable to breakdown, ensure suitable action is taken to support the placement.
6. To contribute to the achievement of financial efficiencies through the development of systems and processes to manage entry to specific placement types, drive throughput and reduce delay.
7. To work with colleagues and partners to ensure that joint planning and commissioning with health, housing and education services, locally and regionally, meet the holistic needs of children in care and care leavers.
8. To work with Commissioning and Procurement colleagues to ensure that high quality performance management and quality assurance processes for placements are embedded, including for unregistered provision.
9. Work in partnership with Commissioning and Procurement colleagues to commission a range of suitable, cost-effective placement options, ensuring alignment to legislative requirements and provide oversight of contractual compliance.
10. Maintain an effective and robust relationship with providers, keeping oversight and direction to ensure services are needs led, outcomes focused and best value.
11. To represent the BCFT on regional commissioning forums to ensure that opportunities for economies of scale and streamlined services are fully realised.
12. In line with the Budget Management Accountability Framework to be responsible and accountable for all financial resources within the service area ensuring value for money and working within financial regulations.
13. Provide excellent leadership and management to the service ensuring the delivery of an efficient and effective team.
14. Constantly review service provision and where and when necessary lead the service through future changes in structure, service re-design to ensure that it is always fit for

purpose.

15. Identify and respond to areas of policy relevant to the provision of services within the remit of the post and make recommendations on future policy, service and process development.
16. Review and develop effective communication process between placement team, providers and BCFT management and staff.
17. Promote a culture of high standards, expectations, and accountability that values and empowers staff and encourages all employees to maximise their potential, and that challenges under performance.

Special Skill and Knowledge Requirement. Will be used for shortlisting

	Essential
Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.	
A demonstrable and detailed knowledge and understanding of placement and brokerage services.	X
A very good demonstrable knowledge and understanding of commissioning and procurement, especially in regarding to systems commissioning.	X
A demonstrable high-level ability to communicate in verbal and written English with a variety of audiences from children and service users through to senior strategic leaders and politicians.	X
Very good demonstrable maths skills and the ability to use maths skills in the professional environment.	X
Very good demonstrable finance and budget management skills and the ability to manage a large and complex budget.	X
A good demonstrable knowledge and understanding of statistics and the ability to utilise them in the professional environment.	X
A very good and demonstrable knowledge of leadership and management.	X
A very good demonstrable knowledge and understanding of IT systems and data bases and the ability to use them in the work environment.	X
A very good demonstrable knowledge and understanding of best practice and developments in the specific areas relating to the functions of this role.	X

A good demonstrable knowledge and understanding of understanding of Local Government and the political leadership in local government.	X
A good demonstrable knowledge and understanding of strategic, operational and tactical work and the difference between them.	X
Ability to develop and implement performance and improvement systems, models and methods and to maintain and manage robust data and information	X
A very good demonstrable knowledge and understanding of sufficiency planning.	X
A good demonstrable knowledge and understanding of health and social care agendas and policy drivers.	X
A good demonstrable knowledge and understanding of health and safety requirements and the responsibilities of managers and employers.	X
A good demonstrable knowledge and understanding of equality and diversity and equitable service provision.	X
Demonstrate an ability to make difficult decisions, to be held accountable, and be comfortable managing targets and outputs.	X

Relevant experience requirement: Will be used for shortlisting	Essential
A very good demonstrable ability to work in a fast paced, dynamic, high expectation workplace whilst meeting deadlines and achieving objectives and delivering organisational priorities.	X
At least two years' management experience of managing and supervising staff at team manager or above level.	X
Demonstrable experience of the Commissioning and Procurement of services.	X
Demonstrable experience of providing inspirational leadership and management and getting a team to achieve excellence.	X
Demonstrable experience of utilising high level interpersonal skills in the workplace.	X
Demonstrable experience of working as part of a team to achieve success.	X

Experience of improving the lives of our most vulnerable children and young people.	X
Demonstrable experience of delivering services to a diverse client group.	X
Demonstrable experience of using IT systems and data bases in a work environment.	X
Demonstrable experience of utilising high level analytical skills in the workplace.	X
Demonstrable experience of problem solving and producing practical and creative solutions in the workplace to make decisions and achieve excellent outcomes.	X
Demonstrable experience negotiating in the workplace to achieve best outcomes for your team/service.	X
Demonstrable experience of using performance management and quality assurance systems in the workplace to achieve high performance in the workplace.	X
Experience of working through a commissioning cycle and the associated legislative requirements.	X
Relevant professional qualifications requirement: Will be used for shortlisting	
A qualification in Social Work or substantial experience in a field closely associated with managing the needs of children in care likely to be experiencing or be at risk of placement breakdown.	X
A relevant qualification in Commissioning or Procurement	DESIRABLE
A Management Qualification.	DESIRABLE
Core Employee competencies at manager level to be used at the interview stage	
Carries Out Performance Management – covers the employees capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.	
Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating and persuading and handling private, confidential and sensitive information.	
Carries Out Effective Decision Making - covers a range of thinking skills required for taking	

initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.

Undertakes Structured Problem Solving Activity - covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage

Operates with Strategic Awareness

Our managers work with corporate priorities and policies in a joined up way with others, internally and externally. Works democratically, transparently and accountably.

Practices Appropriate Leadership

Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self interest for the sake of the team or service. They consider serving the District in all that they do.

Delivering Successful Performance

Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the Trust's vision and work to achieve agreed outcomes.

Applying Project and Programme Management

Our manager's work to ensure that outcomes and objectives are achieved within desired timescales make best use of resources and take a positive approach to contingency planning.

Developing High Performing People and Teams

Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Trust's values and goals.

Working Conditions

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Special Conditions

DBS required.



Compiled by: Paul Sutton
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