

BRADFORD CHILDREN AND FAMILIES TRUST

JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Placement Coordination
POST TITLE: Placement Coordination Team Manager (Payments & Contracts)	REPORTS TO: Service Manager
GRADE: PO6 (Subject to Evaluation)	SAP POSITION NUMBER: 50198936

The following information is provided to people considering joining the Bradford Children and Families Trust 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 Bradford Children and Families 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

To lead and manage the part of the Placement Coordination Service responsible for compliant payments to placements providers and the issuing of individual placements contracts to external providers.

To play a key role in the development of effective systems and processes in line with strategic objectives.

To ensure that payment systems and processes are compliant with current best practice developments, regional practice and requirements of legislation, national standards, financial regulations and audit expectations.

To champion transparency and fair processes, actively challenge poor practice and implement effective service change.

Main Responsibilities of the Post

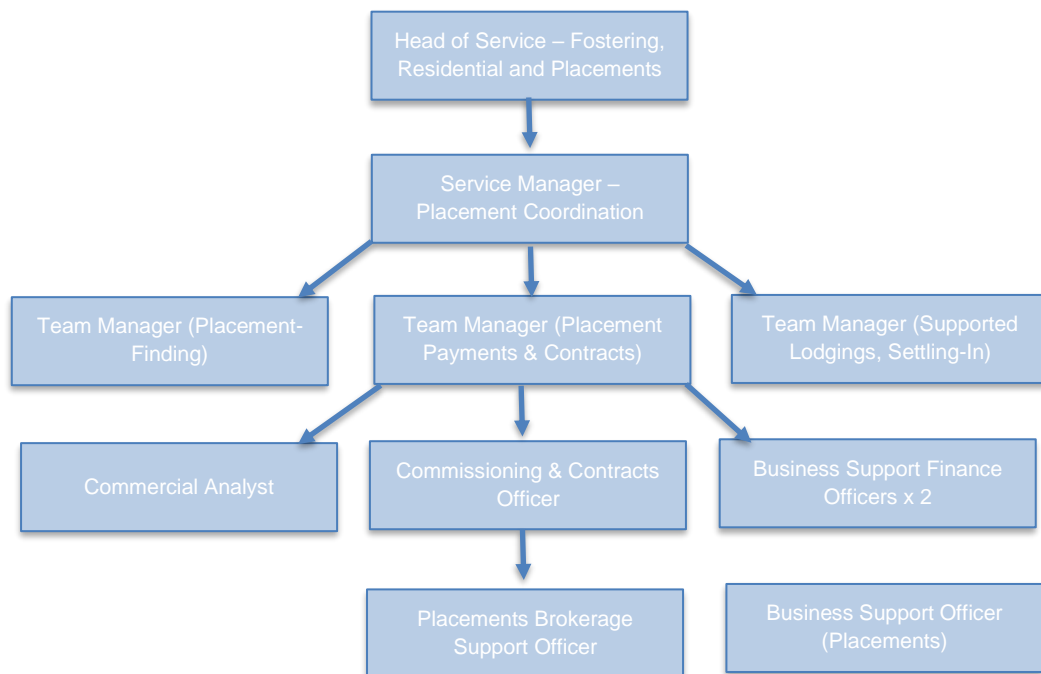
1. To lead and manage a multi-disciplinary team with responsibility for compliant payments for placements and issuing of individual contracts to placements providers.
2. To motivate, train and develop the team to maintain an effective workforce, capable of meeting its objectives. Undertake all elements of staff management including recruitment, progression, capability and absence in line with Trust policies and procedures.
3. To ensure that there are effective systems in place that give confidence around accuracy of spend and forecast, minimal error margins and compliance around the spending of public money.
4. To ensure compliance with legislation, national standards, best practice, and all Trust policies in pursuit of excellence in service delivery.
5. To be the main point of contact for the Service with the Trust's Finance Team for any queries relating to placement payments.
6. To work closely with relevant senior managers responsible for placements budgets to support financial rigour in payments from core systems and compliance with statutory financial obligations.
7. To be the main point of contact for the Placements Payments Improvement Project, advising and leading on a number of key workstreams relating to the development of more effective payments systems across the Trust.
8. To actively challenge poor standards and champion transparency and fair processes.
9. To implement effective service change, leading the team through a period of change as the Trust moves to improve its systems and processes for payments.
10. To ensure close collaborative working relationships are developed with colleagues across the Trust, Council, partners and providers.
11. Ensure that all statutory requirements with regard to the Trust's policies and procedures are adhered to and delivered, including working with other services to ensure contract compliance relating to placements.
12. To contribute to policy and system development to ensure the Placement Coordination Service is developed in line with the Trust's priorities. To implement any changes needed across the team.
13. To resolve complex payments queries. This may involve working across a number of stakeholders including the Trust's Finance Team, Education, Commissioning and Contracts & Quality to find resolutions.
14. To represent Bradford's Placement Coordination Service in a local, regional and national arena when required.
15. To provide effective Team Manager cover across the other Team Managers in the Service. This includes the placement-finding function of the Service.

Generic

1. Attention to detail – a meticulous and methodical approach to work.

2. High degree of personal integrity with a record of promoting fairness, equality of opportunity and diversity.
3. Evidence of a demonstrable commitment to and active participation in the pursuit of quality performance in all aspects of the work.
4. Willingness to actively participate in training and development activities to ensure up to date knowledge, skills and continuous professional development identified as relevant to the post.
5. Ensure confidentiality and security of all information under Bradford Children and Families Trust's Code of Conduct.
6. Undertake any other duties as appropriate to the grade and purpose of the post as may be required.

Structure:



Special Knowledge Requirement: Essential for shortlisting.

Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column

	Essential
Due to the Government's Fluency in English for posts where employees speak directly to members of the public the postholder is required to meet the Advanced threshold level which will be applied where the postholder requires a greater level of sensitive interaction with the public. You must be able to demonstrate that you can express yourself fluently and spontaneously (this will also be tested during the interview).	X

In depth knowledge of relevant policies, research, provision and legislation covering financial services, Children's commissioning, and payment systems.	X
Demonstrate an understanding of commissioning, contracts and placement-finding processes.	X
Demonstrate an understanding of compliance with Public Contract Regulations and Financial Regulations	X
Knowledge and understanding of the broader strategic issues facing local authorities.	X
Knowledge and understanding of the functions, operational procedures, lines of communication and management structures of partner organisations and of local government decision making processes and management procedures.	
An understanding of system lifecycles and interoperability to ensure business operations are delivered successfully	X
Knowledge and understanding of change management principles	X
Relevant experience requirement: Essential for shortlisting	
Graduate level qualification in a subject relevant (e.g. Finance, Accounting, IT, Procurement) or demonstratable experience relevant to this post.	
A full range of IT skills including of Microsoft Office applications as well as a comprehensive understanding of payment systems.	
Experience of leading and managing a fast-paced and busy team, including change management and service improvement.	
Experience of contributing to projects looking at large-scale changes to systems and processes.	
Experience of implementing improvements to financial payment systems, scoping requirements, liaising with digital services and coordinating and assuring user testing.	
Be able to provide timely financial information to senior management to challenging timescales	
Research skills to identify local, regional and national best practice and its utility in Bradford, and to stay up to date with new changes in legislation and policy.	
Ability to understand, evaluate, disseminate and communicate complex information and financial data in written and verbal formats.	
Experience of undertaking financial work of a specialist or complex nature.	
Experience of detailed invoice reconciliation and audit work.	
Ability to successfully manage and resolve conflict combined with effective advocacy skills	
To develop constructive working relationships with colleagues, including a range of stakeholders, senior managers and leaders.	
The ability to provide constructive and effective challenge to a wide range of stakeholders across the Trust, partners, and external businesses, in relation to placements commissioning and placement payment processes.	

Ability to manage a range of issues concurrently, some conflicting, dividing and allocating own time to ensure objectives as well as overall team objectives are met.

Relevant professional qualifications requirement: Essential for shortlisting

A Level 6 qualification in a relevant discipline or candidate can demonstrate equivalent level of skills and abilities required for the job.

Working Conditions

You 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

There is a requirement for the post to have enhanced DBS checks.

Compiled by:
Emma Belaid
Date: 31/03/2025

Grade Assessment Date:
Expected - May 2025

Post Grade: PO6
(subject to evaluation)