

# BRADFORD CHILDREN AND FAMILIES TRUST

## JOB PROFILE

<b>DEPARTMENT: Children's Services</b>	<b>SERVICE GROUP: Placement Coordination</b>
<b>POST TITLE: Placements Brokerage Support Officer</b>	<b>REPORTS TO: Commissioning &amp; Contracts Officer</b>
<b>GRADE: SO1</b>	<b>SAP POSITION NUMBER: 50216370</b>

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 support activities within placements brokerage mainly around recording and compliance to ensure that recording is in line with contractual and compliance requirements.

Provide a foundation of understanding around placements contracts that will support team members across both sides of the team.

To link the side of the service responsible for finding placements with the side of the service responsible for recording, payments and compliance.

To assist in the gathering, collation, analysis and presentation of placements brokerage-related information including referrals rates, placements being made on contract or as spot purchases, and numbers of compliant placements.

To support any project work happening within the team. This will range from child-level placements projects ensuring children are in the right placements, to developmental projects to enhance the systems and processes in place for recording and paying for placements.

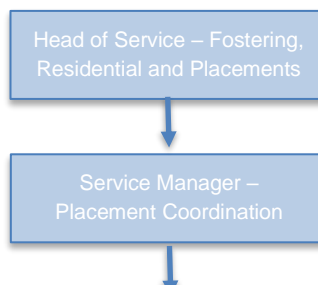
## Main Responsibilities of the Post

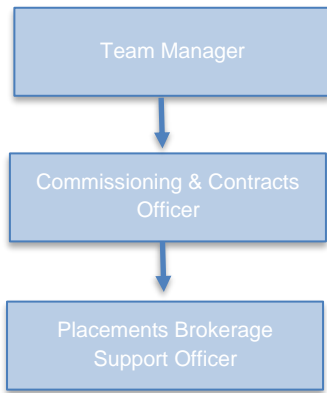
1. To champion accuracy in recordings of placements brokered, using the underpinning commissioning and contractual knowledge needed to ensure the correct data is held.
2. Collation, analysis and reporting on placements brokerage-related data in line with commissioning and contractual requirements.
3. To ensure that services being invoiced for match funding agreements and providing restorative challenge to providers as needed. Being the link between the two sides of the service is vital here, as is a solution-focussed approach to any issues that may impact on compliance or delay payments to providers.
4. To provide effective projects support to ongoing projects in the service.
5. To play a key role in the work needed in the Trust as we develop our internal systems and processes for placement recording and payments.
6. To support the development of an effective placements funding approvals tracking process ensuring timely progression of funding approvals.
7. To support and advise team members as needed around Individual Placement Agreements and other contractual elements.
8. To keep abreast of policies, procedures, government guidance and legislation related to children's placements.
9. To participate in and provide training and development activities as necessary to ensure up-to-date knowledge and skills.
10. To undertake routine investigations, checks and monitoring of placements brokerage data to ensure records are compliant and contain the necessary contractual and commissioning-based information.

### Generic

1. Undertake training and continuous personal development identified as relevant to the post.
2. Ensure confidentiality and security of all information under Bradford Children and Families Trust's Code of Conduct.
3. 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**

	<b>Essential</b>
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
Uses a wide range of computer applications which must include Excel (to an advanced level).	X
Has experience of computer applications relating to payments.	
Knows and understands how to record with accuracy, analyse, interpret and present complex information from a variety of sources.	X
Demonstrate an understanding of commissioning, contracts and placement-finding processes.	X
The ability to collect and devise appropriate monitoring systems and reports and ensure relevant information is collected. Ability to analyse this information for meaning, quality and implication. Ability to use this information to draft appropriate briefings both written and verbal to a range of audiences	X
Knows and understands what effective projects support comprises of.	X

To develop constructive working relationships with colleagues, including a range of stakeholders, senior managers and leaders.

X

**Relevant experience requirement: Essential for shortlisting**

Experience of inputting and recording data drawn from a variety of sources.

Experience of learning complex information and applying it to a role, which may include advising and challenging others on this information.

Experience of analysing data for accuracy, meaning, quality and implication and drafting reports based on this data.

Experience of working in a multi-agency environment and forging productive working relationships. Strong communication skills with the ability to form positive relationships.

Experience of implementing creative and innovative solutions to problems.

Experience in a role which includes supporting projects, service change or commissioning and contract management activities.

**Relevant professional qualifications requirement: Essential for shortlisting**

A Level 4 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, were 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: 10/11/2024

Grade Assessment Date:

Post Grade: SO1