

Role Title: Placement Coordination Officer

Salary: PO1

Location: Bradford – Placement Coordination

Report to: Placement Coordination Team Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

In collaboration with each child's social worker, ensure that the referral for placement is accurate, up to date, captures the voice of the child and clearly defines the requirements.

Research, source and make informed recommendations to social workers on the strengths and weaknesses of each placement option to ensure that every child is placed in the best provision to meet their needs.

Working with the social work team, commissioning and contracts and quality to regularly review placements, providing restorative challenge when needed to ensure compliance in the delivery of the outcomes outlined within the individual child's contractual agreement.

Using commissioning principles ensure that placements offered are best value and in line with the Trust's approach to value for money.

To contribute to the work with providers and stakeholders in Childrens Services to support the development of a sufficient, high quality and value for money commissioned placements market.

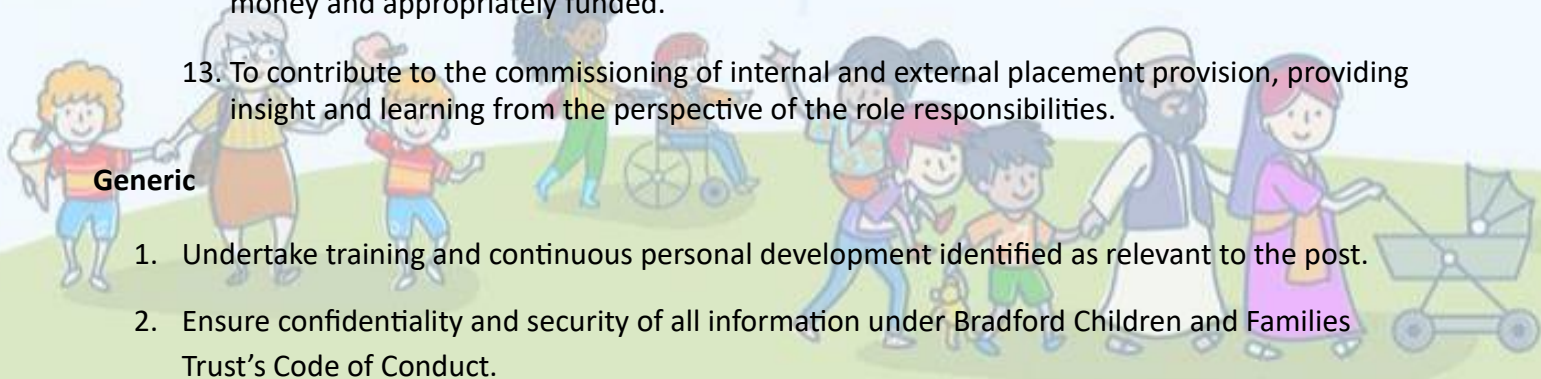


Main Duties and Responsibilities

1. Responsibility for searching for placement options to meet the needs of referrals provided by social work teams.
2. Responsible for liaison with the social work teams to support agreement for placements, placement variations, liaising with providers to support the resilience of placements, whilst ensuring appropriate financial approvals are sought and recorded.
3. Responsible for the quality assurance of placements offered and completion of the placement finding record which logs the details of provider search interaction and agreements reached.
4. Responsibility for presenting available placements and costs to social work teams for social work teams to further explore and to make decisions on their preference of available placements. To record those preferences and decisions on the placement finding form.
5. Responsible for ensuring all relevant approvals are in place prior to agreement of placement offers with providers, ensuring that approvals are recorded accordingly.
6. Responsibility for the negotiation of provider placement costs, ensuring that placements are value for money and all costs are detailed and recorded.
7. Responsible for supporting providers to obtain required documentation and child information from social work teams, including escalation of requests where appropriate.
8. Responsible for ensuring the relevant information to contribute to the completion of Individual Placement Agreements (IPA) is provided in a timely manner to Business Support Officers to ensure IPAs are sent to the Provider in a timely manner.
9. Responsibility for liaison with placement providers to seek offers for placement referrals, this will include email and telephone contact with external providers.
10. Responsible for ensuring appropriate placements are identified in a timely manner and any high risk placements are escalated to the team manager where placement options are not likely to be available or are proving difficult to source.
11. Responsible for the updating of children's case management system and other IT databases/systems to ensure we maintain accurate, effective, regular and purposeful records.
12. To work collaboratively with Bradford Children and Families Trust and Children's Services colleagues across social care and education and external stakeholders including Health to support the sourcing of placements that meet the children's needs and that are value for money and appropriately funded.
13. To contribute to the commissioning of internal and external placement provision, providing insight and learning from the perspective of the role responsibilities.

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.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

Education

- A professional academic or management qualification at degree level, or candidate can demonstrate equivalent level of skills and abilities required for the job gained through experience.

Experience

- Minimum of 3 years' experience in a role which includes a significant level of relationship management and negotiation.
- Experience of working in a multi-agency environment and forging productive working relationships with partners.
- Strong communication skills with the ability to form positive relationships

Skills

- Able to develop and maintain collaborative working relationships with colleagues and providers.
- Demonstrate problem solving skills through analysis and interpretation of data to inform decision making
- Able to demonstrate an ability to plan, prioritise and manage a changing and demand-led workload
- Able to demonstrate excellent written skills and evidence of drafting documents in a logical and accurate manner.
- Uses a range of complex IT packages relating to data analysis, procurement, contract management and financial activity.
- Uses, interprets, analyses, communicates complex numerical information.
- Apply in-depth knowledge of sourcing and contract management.
- Knowledge of budget administration and negotiation of costs to ensure value for money
- Able to communicate at various levels across the organisation

Working Conditions

You must be able to work evenings when required by the needs of the service.

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.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check will be requested.

We are an equal opportunities employer.

