

BRADFORD CHILDREN AND FAMILIES TRUST

JOB PROFILE

DEPARTMENT: Children's Services	SERVICE GROUP: Placement Coordination
POST TITLE: Placement Coordination Officer (fixed term)	REPORTS TO: Placement Coordination Team Manager
GRADE: PO1	SAP POSITION NUMBER: 50228463

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

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 Responsibilities of the Post

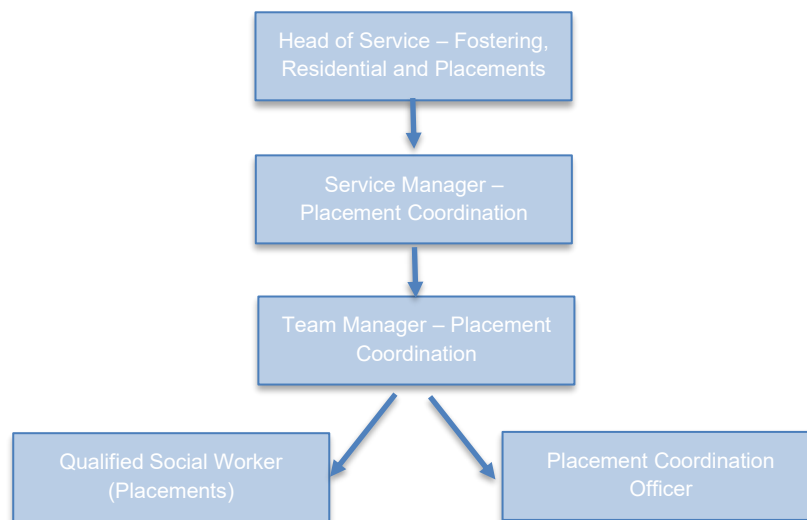
1. Responsibility for searching for placement options to meet the needs of referrals provided by social work teams.
2. Responsible for liaison with the social work teams to support agreement for placements, placement variations, liaising with providers to support the resilience of placements, whilst 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.

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

	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
Able to develop and maintain collaborative working relationships with colleagues and providers.	x
Demonstrate problem solving skills through analysis and interpretation of data to inform decision making	X
Able to demonstrate an ability to plan, prioritise and manage a changing and demand-led workload	X
Able to demonstrate excellent written skills and evidence of drafting documents in a logical and accurate manner.	X

Uses a range of complex IT packages relating to data analysis, procurement, contract management and financial activity.	x
Uses, interprets, analyses, communicates complex numerical information.	x
Apply in-depth knowledge of sourcing and contract management.	x
Knowledge of budget administration and negotiation of costs to ensure value for money	x
Able to communicate at various levels across the organisation	x
Relevant experience requirement: Essential for shortlisting	
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	
Relevant professional qualifications requirement: Essential for shortlisting	
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.	
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.	
Special Conditions	
There is a requirement for the post to have enhanced DBS checks.	
Compiled by: Zoe Nichols Date: 11/08/2020 Updated by: Emma Belaid Date: 10/11/2024	Grade Assessment Date: 01/10/2020
Post Grade: PO1	