

## Role Profile

<b>Job Title:</b>	<b>R54 Placements Team Manager</b>
<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Placements</b>
<b>Directorate:</b>	<b>Family Services</b>
<b>Grade:</b>	<b>K</b>
<b>Type of Working:</b>	<b>Hybrid</b>
<b>Reports to:</b>	<b>Head of Placements</b>

### 1. Job role:

- To be responsible for the effective management of the team, and the provision of a professional, child centred service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures.
- To ensure that services are delivered in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis within a family setting whenever this is consistent with their best interests.
- To deal with complex issues creatively and effectively in order to develop a responsive and effective service for users, delivered within designated budgets.
- To establish specialist knowledge relating to placement provision and related services. To contribute to the strategy to reduce the need for external residential and family placements and to ensure that those that are used offer high-quality, cost-effective services and are resources that match the assessed needs of the child/young person placed. To assist in monitoring the planning and review arrangements for children in care and ensure the Sufficiency and Placement Strategies inform all decision making.

### 2. Key accountabilities:

- To take overall responsibility for the work of the team, co-ordinating new placements, placement moves, monitoring providers, joint working complex cases with other team members to give guidance and support.
- To be the lead officer in Social Care on all matters relating to the placement of children and young people in care with external providers, and to establish robust systems to ensure external providers are compliant with any requirements of Barnet Council, London Care Placements and any agreed framework or tender legislation, regulations and guidance.
- To take a key role in the monitoring of the external placements budget, ensuring that projected spend is as accurate as possible, and reporting significant issues to Senior Managers.
- To monitor spend and propose strategies for savings to ensure the most effective use of the budgets and report on these to Senior Managers.
- To assist social workers in identifying and supporting the provision of placements and other support services related to placement of children in care.

- This will include children and young people who are newly into care, all children/young people in internal and external fostering and residential placements, those in secure placements and all children and young people where there is imminent risk of placement breakdown.
- To establish networks and contacts with other departments and agencies and internally and externally to ensure that the Councils commissioning, procurement standards and National care Standards are adhered to.
- To oversee the contractual arrangements entered into with all external providers to ensure compliance and delivery of high quality, safe provision.
- To be responsible for the organisation and administration of Social Care Resources Panel, ensuring that the Panel Guidance is adhered and that cases are called to Panel for review as required.
- To be responsible for monitoring that Panel decisions are carried out in a timely manner and in adherence to the Panel decision.
- To oversee and assist in the development and maintenance of a data base of resources ensuring that information is accurate, current and meets the needs and demands of the service. To use this information to advise social workers/Team Managers in relation to placing children/young people looked after.
- To contribute to the assessment of resources, both placement organisations and other services, and to the collation of information so that external resources can be effectively monitored and reviewed.
- To maintain an overview of allocated caseloads and child specific cases through the development and maintenance of monitoring systems e.g. weekly Placements Review Meeting and the Resource Panel, informing/influencing placement planning in line with corporate objectives and promoting alternatives to accommodation as appropriate.
- To oversee and co-ordinate the staff attendance in professionals' meetings, planning meetings and disruption meetings attended by users as well as by colleagues and representatives of other agencies, e.g. health, education, police and other representatives from the statutory and independent sectors.
- To develop and maintain effective working relationships at an operational level with relevant statutory and independent sector agencies. This may include joint evaluation of specialist resources with Health and Education.
- To promote equality of opportunity for users in accessing the services provided and use an understanding of how issues of equality represent themselves in placement to inform placement planning.
- To oversee relevant investigation of complaints and Freedom of Information requests as requested according to corporate procedures.
- To establish and maintain appropriate professional boundaries with colleagues and service users.
- To provide a responsive service to emergency situations ensuring the safety and wellbeing of the child which will sometimes involve working outside core hours.
- To assist in securing good outcomes for children and the most efficient use of the council's resources, producing written reports and statistical information as requested.
- To maximise the participation of children and their families in service and care planning and evaluation.
- To promote the role of the council as a corporate parent.

## Information

- Input to staffing systems to meet staff needs and requests.
- Be aware of and implement developments in legislation, guidance, regulations, policies and procedures.

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- To keep case records, both manual and computerised, up to date and take appropriate steps to maintain a satisfactory level of security and confidentiality.
- To help to ensure the effective use of relevant IT systems undertaking such training as may be required.
- To assist the manager in ensuring the effective use of the nominated IT Case Management System as used within the service

### General

- To take part in working groups to deal with specific issues or tasks as requested.
- To assist in the development of policies, procedures and working practices at local, divisional and inter-agency levels.
- To participate in training and development opportunities, both on an individual and a team basis, as identified with the Team Manager.

### 3. Promotion of Corporate Values:

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work

### 4. Flexibility:

The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by line manager.

This job description is not exhaustive and may change as the post or the needs of the Council develop. Such changes will be subject to consultation between the post holder and their manager and, if necessary, further job evaluation.

### 5. Promotion of Corporate Values

To ensure that customer care is maintained to the agreed standards according to the council's values. To ensure that a high level of confidentiality is maintained in all aspects of work. Our values:

Caring / Learning to Improve / Inclusive / Collaboration

### 6. The Council's Commitment to Equality

To deliver the council's commitment to equality of opportunity in the provision of services. All staff are expected to promote equality in the workplace and in the services the council delivers.

## PERSON SPECIFICATION

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<b>Location:</b>	<b>Colindale</b>
<b>Department:</b>	<b>Placements</b>
<b>Directorate:</b>	<b>Family Services</b>
<b>Grade:</b>	<b>K</b>
<b>Type of Working:</b>	<b>Hybrid</b>
<b>Reports to:</b>	<b>Head of Placements</b>

<b>Criteria</b>	<b>Essential/Desirable</b>	<b>Assessed by:</b>
<b>Professional Membership/Qualification</b>		
	Essential	Application/Interview
<b>Experience &amp; Knowledge</b>		
Substantial experience of working with independent providers, including residential, Independent Fostering Agencies, Semi-independent and Family Assessments.	Essential	Application/Interview
Experience of commissioning and procuring placements under different contractual agreements. Extensive experience of delivering high quality services value for money.	Essential	Application/Interview
Substantial experience of working with internal and external partners and service users.	Essential	Application/Interview
Substantial experience in negotiating costs, projecting costs and monitoring budgets	Essential	Application/Interview
Substantial experience of interpreting and working to the legislation, regulation and guidance's as listed below.	Essential	
<b>Skill &amp; Ability</b>		
Holds current driving licence	Essential	Application/Interview
Willingness to work beyond office hours as when necessary	Essential	Application/Interview
Ability to travel	Essential	Application/Interview

<b>Values &amp; Behaviours</b> (only include those that are relevant to the role, must have at least 1 behaviour per value)		
<b>Caring</b>		
Integrity- I work with candidates and colleagues in a way that builds trust.	Essential	Application/Interview
Empathy- I say “thank you” and “well done” where appropriate, and take time to ‘check in’ to see if the people I work with are ok	Essential	Application/Interview
Support- I support my colleagues to deliver excellent services. I focus on resolving any issues and capturing lessons learnt	Essential	Application/Interview
<b>Learning to Improve</b>		
Insight- I regularly rely on evidence and professional standards to support my work and decision making.	Essential	Application/Interview
Agile-I am fully empowered to act within the scope of my role	Essential	Application/Interview
Growth Mindset- I take responsibility for my own personal development, growth and learning and support others with their learning and development where I can	Essential	Application/Interview
<b>Inclusive</b>		
Personal Responsibility- I am curious about what is important to others around diversity. I reflect and act upon this curiosity to improve my own understanding	Essential	Application/Interview
Engage with discomfort- I am open to and reflect on what makes me uncomfortable and use my engagement with others to challenge myself and constructively challenge others	Essential	Application/Interview
Champion Diversity- I recognise the advantages and importance of equality, diversity and inclusion in delivering outcomes for residents, and take an active role to ensure they are implemented and integrated in everything I do.	Essential	Application/Interview
<b>Collaborative</b>		
One Team- I actively and purposefully build my network of relationships with people across the Council and with partners. I proactively seek feedback and evidence as a way of learning from and improving the way I work with others	Essential	Application/Interview
Accountable- I accept responsibility for my own actions and decisions, and demonstrate commitment to ensuring these align to what is best for Barnet	Essential	Application/Interview

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Outcomes Focused- I adapt my way of working to best suit the outcome we are trying to achieve within the scope of my role and professional standards	Essential	Application/Interview
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## SUPPLEMENTARY INFORMATION FORM

<b>Job Title</b>	<b>R54 Placement Team Manager</b>
<b>Location:</b>	<b>NLBP</b>
<b>Department:</b>	<b>Placements</b>
<b>Directorate:</b>	<b>Family Services</b>
<b>Grade:</b>	<b>K</b>
<b>Type of Working</b>	<i>e.g. Home worker, Hybrid Working, Onsite Working</i>
<b>Reports to:</b>	<b>Head of Placements</b>

<b>Budget management accountability</b>	<ul style="list-style-type: none"> <li>• To plan, control and monitor all income and expenditure within the terms of the budget holding responsibilities of this post and promote a culture of value for money.</li> <li>• To manage delegated budgets, identifying and reporting emergent budget pressures.</li> <li>• To ensure that the authorization, monitoring and control of expenditure is within the Council's regulations and delegated authority.</li> <li>• To commit staff &amp; financial resources and be responsible for the staffing costs of the team</li> <li>• To be responsible for the timely processing of invoices along with the Finance Team and to be responsible for approving the invoices as accurate prior to any payment being made.</li> <li>• To take a lead role in monitoring financial budgets for external placements</li> <li>• To lead staff in negotiating costs and contracts wherever appropriate and to ensure that costs are broken down and services clearly specified wherever they are purchased.</li> <li>• To help to promote a culture of value for money by ensuring that the costs of placement and other services are known and recorded.</li> <li>• Take lead responsibility for ensuring that appropriate placements are presented for joint funding, gathering the necessary information and making an initial assessment of the contribution of each of the agencies involved.</li> <li>• To help to monitor and review services and goods purchased in order to ensure that they meet the appropriate standards, are value for money and adhere to financial regulation.</li> <li>• To ensure that all financial transactions undertaken by the post holder are fully written up and accounted for.</li> </ul>
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<p><b>Staff management accountability</b></p>	<ul style="list-style-type: none"> <li>• To be the line manager for staff in the Placements Team exercising all those powers and duties delegated under Standing Orders and procedures. This includes being responsible for the appointment and deployment of staff, agreeing staff leave, ensuring necessary duty cover as well as the management of issues of poor performance.</li> <li>• To develop staff to achieve their full potential through the provision of induction, regular and effective supervision, appraisal, training</li> </ul>
	<p>and professional development opportunities, in accordance with the council's / service's supervision and appraisal policy</p> <ul style="list-style-type: none"> <li>• To effectively manage all aspects of practice within a context of the development, monitoring and review of realistic performance objectives and targets.</li> <li>• To regularly provide performance appraisals and supervision to Placement Officers and Information Resource Officers ensuring staff access continuous professional development.</li> <li>• To lead on the recruitment, induct and mentor less experienced staff</li> <li>• To take the lead role in building the team and facilitating team meetings, ensuring effective working relationships in a constructive and supportive manner.</li> <li>• To contribute to service plans and devise team plans, lead on study days and staff development.</li> <li>• To comply with and assist in the implementation of health and safety legislation, policy and guidance.</li> <li>• To comply with the council's/service's supervision and appraisal policy and the promotion of a culture of performance management by objectives and targets.</li> <li>• To manage and oversee the operation of the duty system helping to ensure that the team always provides a responsive service.</li> <li>• To chair meetings as required</li> </ul>
<p><b>Physical effort</b></p>	<p>Please describe any physical effort associated with the job that is over and above normal office requirements</p>
<p><b>Working environment</b></p>	<p>Please describe any adverse working conditions associated with the job that are above and above normal office environment, including abuse and aggression from the public.</p>