

Role Profile

Job Title:	Placements Officer
Location:	Colindale
Department:	Placements Team
Directorate:	Family Services - Social Care – Placements
Grade:	H
Type of Working:	Hybrid Working
Reports to:	Senior Placements Officer or Placements Service Manager

1. Job Purpose:

- To contribute to ensuring that children in care gain maximum life chance benefits from educational opportunities, health care and social care, to meet their assessed needs through being appropriately placed, care planning and through access to social and cultural opportunities and support.
- To provide a professional, child centred service in accordance with the relevant regulations, legislation, guidance, codes of practice, policy and procedures. To deliver services in partnership with all key stakeholders so that children's assessed needs are met on a planned, holistic basis.
- To establish specialist knowledge relating to the identification and procurement of internal and external family and residential placements and related services for children in care. 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.

2. Key accountabilities:

- To work as a team member and cover the range of duties of the Placements Officer.
- To develop specialist knowledge and be responsible for information in relation to external residential provision or external family placements provision, costs and related issues in order that an expertise and comprehensive knowledge is developed and systems maintained in order to better inform Social Care about the use, costs, and suitability of external provision.
- To develop a specialist knowledge of the multiple and complex needs of children in care aged 0-18 years old and use this knowledge to inform placement planning and the provision of external providers.

Caring for **people**, our **places** and the **planet**

- To work in conjunction with Health professionals, BELS, consortium/alliances as appropriate.
- To assist social workers in identifying internal and external placement provision and other support services to children and young people referred to the Placements Team. This will include children and young people who are newly looked after, all children/young people in external residential placements, those in secure placements and all children and young people where there is imminent risk of placement breakdown. Following the social workers assessment and plan, the post holder will implement aspects of the plan.
- The post holder will ensure that the necessary work to enable the placement to be made; once the placement is made the post holder will liaise with the placement to monitor the pattern of service delivery and feedback to the social worker.
- To assist in the development and maintenance of a date base of resources ensuring that information is accurate, current and meets the needs of the service. To use this information to advise social workers/Team Managers in relation to suitability of provision for children/young people looked after.
- To devise robust systems to evaluate and monitor external providers
- To undertake evaluation and monitoring visits to providers and to be responsible for making judgements about the suitability of the provider in relation to the child's assessed needs.
- 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.
- In conjunction with any Council contract arrangements, and the requirements of Minimum Standards, and safe recruiting practices, to satisfy themselves as to the suitability of the external provider agency.
- To be aware of changes in all allocated cases and attend both the weekly Placements Review Meeting and the Placements Panel as required, informing/influencing placement planning in line with corporate objectives and promoting alternatives to accommodation as appropriate.
- When required the post holder will provide updated reports on the child's progress prior to a planning meeting or children in care review.
- To participate, if required, 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. Attendance at statutory reviews will also be required and the post holder will be expected to inform the placement planning process.
- 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 Complex Needs.

- 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. In particular, to be aware and consult with children from black and minority ethnic communities, to identify specialist providers to meet the requirements.
- To assist in the investigation of complaints and concerns and Freedom of Information 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 consultation and participation of children and their families in service and care planning and evaluation.
- To promote the role of the council as a corporate parent.

3. Financial Responsibilities

- To contribute to the management of the delegated budget by ensuring that the costs of placement and other services are known and recorded.
- To contribute to the monthly monitoring of the external placements financial spreadsheet to ensure that it is up to date and accurate, to avoid any unauthorised payments being made.
- To participate in negotiating costs and contracts wherever appropriate and to ensure that costs are broken down and services clearly specified wherever they are purchased.
- To help to promote a culture of value for money.
- To inform the Team Manager/Senior Placements Officer of cases that should be presented for joint funding, gathering the necessary information and making an initial assessment of the contribution of each of the agencies involved.
- 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.
- To ensure that all financial transactions undertaken by the post holder are fully written up and accounted for.

4. Health and Safety Responsibilities

As an employee of the London Borough of Barnet, you are required to:

- Abide by Barnet's health and safety policy and associated arrangements
- Complete mandatory health and safety training
- Follow safe systems of work and use devices/guards provided for safety.
- Wear/use personal protection equipment where issued and instructed to do so, including lone working devices.
- Report any Accident/Incidents/Hazards.
- Take care of your own and other's safety, health and wellbeing

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. Flexibility

In order to deliver the service effectively, a degree of flexibility is needed and the post-holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

7. 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.

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Criteria	Essential/Desirable	Assessed by:
Professional Membership/Qualification		
Experience & Knowledge		
Experience of working with Children, Young People or Families presenting with more complex needs.	Essential	Application/Interview
Experience of identifying and procuring services and contracts	Essential	Application/Interview
Good written and effective communication skills in dealing with Providers	Essential	Application/Interview
Accepts accountability for own behaviour & consequences of actions	Essential	Application/Interview
Emotional resilience – demonstrates the capacity to maintain effective functioning when working under pressure faced with difficult situations	Essential	Application/Interview
Proficient IT Skills in all Microsoft packages	Essential	Application/Interview
Responsibility of Social Services in relation to Children and Families as well as care leavers	Essential	Application/Interview
Knowledge of the Children Act 1989 and subsequent legislation relevant to the role.	Essential	Application/Interview
Knowledge of Care Standards Act and associated regulation.	Essential	Application/Interview
Knowledge relating to identification of good standards and expectations of placements and related services and monitoring these arrangements.	Essential	Application/Interview

Knowledge of monitoring and evaluating services	Essential	Application/Interview
Ability to demonstrate a commitment to Equal Opportunities for users & staff & anti discriminatory practices.	Essential	Application/Interview
Skill & Ability		
Can maintain the highest standards in personal, professional relationships and behaviour with young people, families, colleagues and other professionals.	Essential	Application/Interview
Ability to contribute towards assessments, planning and decision making in relation to care and pathway plans for young people	Essential	Application/Interview
Ability to operate flexible time management when required	Essential	Application/Interview
Ability to influence and negotiate with providers at a complex level in the best interests of young people.	Essential	Application/Interview
Values & Behaviours		
Caring		
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
Learning to Improve		
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
Inclusive		
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	Essential	Application/Interview

with others to challenge myself and constructively challenge others		
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
Collaborative		
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
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