

## Job Profile comprising Job Description and Person Specification

### Job Description

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| <b>Job Title:</b><br>Children's Placement Officer                        | <b>Grade:</b><br>PO1                           |
| <b>Section:</b><br>Placements  | <b>Directorate:</b><br>Children's Services     |
| <b>Responsible to following manager:</b><br>Childrens Placements Manager | <b>Responsible for following staff:</b><br>N/A |
| <b>Post Number/s:</b><br>RWCPO01/2/3                                     | <b>Last review date:</b><br>1/8/2023           |

#### Working for the Richmond/Wandsworth Shared Staffing Arrangement

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in the development of its staff and ensure the opportunities for progression that only a large organisation can provide.

### Job Purpose

Responsible for sourcing and brokering placements for all Children Looked After by Wandsworth. Be part of Placement Team and wider Children's Commissioning Team to ensure effective delivery of services which are on time, and within budget and to work with children, young people, parents, and carers, bringing together various agencies and implementing the statutory duties and responsibilities in accordance with all relevant legislative requirements, policies and procedures and agreed performance targets. To assist and work collaboratively with all children social work teams to ensure the best possible placements are found in a timely and cost-effective manner. As an experienced social worker or practitioner, the Childrens Placement Officer must possess a strong understanding and knowledge of the current legislation within the Education and Social Services sector.

### **Specific Duties and Responsibilities**

1. Deliver services that improve outcomes for children as set out in the Care Planning Regulations 2010 – 2015 Children Act (1989) and the Children and Adoption Act (2002) to ensure that Wandsworth Borough Council fulfils its obligations to implement the UN Convention on the Rights of the Child 1989
2. Offer a timely and supportive service to find placements in collaboration with social workers, assistant team managers and team managers on a daily basis within Specialist Children's Services.
3. Ensure that Mosaic casework within team is managed both timely and safely. Ensure placements made in line with statutory duties and current legislation for children and families.
4. Cultivate and maintain excellent relationships with Council Foster Carers, and a wide range of Independent Foster Agencies, Residential homes, and Semi-Independent providers.
5. Ensure costs of placements are kept as low as possible while maintaining high quality of service ensuring the needs of the child are met and exceeded whenever possible.
6. Contribute to the monitoring of commissioned placements, including taking the lead on monitoring Semi Independent Providers, and helping to ensuring providers are clear on their organisational statutory responsibility and the council's expectations.
7. Routinely attend and contribute and lead when appropriate to Placement planning and placement disruption meetings.
8. Undertake site visits to a range of external placements providers including IFAs, Residential units and Semi-Independent units.

### **Generic Duties and Responsibilities**

- To contribute to the continuous improvement of the services of the Boroughs of Wandsworth and Richmond.
- To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety.
- To adhere to security controls and requirements as mandated by the SSA's policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
- To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive, and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

- To understand both Councils' duties and responsibilities for safeguarding children, young people, and adults as they apply to the role within the council.
- The profile is not intended to be an exhaustive list of duties the post holder will carry out. Other reasonable duties commensurate with the level of the post, including supporting emergency and priority situations, will form part of the role.

**Additional Information**

N/A

**Team structure**

- 1 Full Time Placement Team Manager
- 4 full time Children's Placement Officers
- 1 Full Time Business Support Officer that support placements and children looked after teams.

## Person Specification

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| <b>Section:</b><br>Placements                          | <b>Directorate:</b><br>Childrens Services |
| <b>Responsible to:</b><br>Childrens Placements Manager | <b>Responsible for:</b><br>N/A            |
| <b>Post Number/s:</b><br>RWCPO01/2/3                   | <b>Last Review Date:</b><br>01.08.2023    |

### Our Values and Behaviours

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open.** This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive.** This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to do our jobs.

**Being positive.** Being positive and helpful means, we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a 'can do' attitude and are continuously looking for ways to help each other improve.

| Person Specification Requirements  |           |           | Assessed by<br>A/I/T/C<br>(see below for<br>explanation) |
|--|-----------|-----------|--|
| Knowledge  | Essential | Desirable | Assessed   |
| Understanding of relevant legislation affecting work with Children.  | X         |           | A / I  |
| Detailed and contemporary knowledge and understanding of the national statutory frameworks, government priorities and published guidance for children and families   |           | X         | A / I  |
| Excellent knowledge of the IFA, residential and Semi-Independent provider market across London and the wider region. Including a good knowledge of specialist provision for high need children & young people. | X         |           | A / I  |

|   |                  |                  |                 |
|---|------------------|------------------|-----------------|
| Knowledge of commissioning services to meet the needs of looked After children and care leavers.  | X                |                  | A / I           |
| Good understanding of national policy and developments in relation to Children's services.  |                  | X                | A / I           |
| Good understanding of financial constraints and best value considerations.  | X                |                  | A / I           |
| <b>Experience</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Experience of delivering operational services and sourcing and brokering services, experience of working with a range of placement providers that meet the needs of looked after children and care leavers.                             | X                |                  | A / I           |
| At least one year experience of working at a similar grade within a similar role/team.  | X                |                  | A / I           |
| Experience and skill in participating in multi-agency planning groups involving Children & Young people, parents & carers, advocates, and providers and negotiating plans and outcomes with staff, service users and carer's advocates. | X                |                  | A / I           |
| Experience and success in understanding the diverse needs of children and young people and of working with parents, families, carers and within professional networks.  | X                |                  | A / I           |
| Significant experience of using standard IT packages, including case management systems   | X                |                  | A               |
| Experience of partnership working and collaboration.  | X                |                  | A               |
| Experience of getting best value and getting clear financial information from providers.  | X                |                  | A / I           |
| <b>Skills</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Ability to organise and prioritise own workload, to work under pressure and meet deadlines.   | X                |                  | A / I           |
| Good oral, written, and analytical skills.  | X                |                  | A / I / T       |
| Ability to develop successful relationships with a range of statutory and voluntary stakeholders.   | X                |                  | A / I           |
| Ability to organise and prioritise own workload, to work under pressure and meet deadlines.   | X                |                  | A / I           |
| Ability to work collaboratively with other agencies and organisations.  | X                |                  | A / I           |
| Ability to negotiate outcomes and strategies between stakeholders who have conflicting priorities.  | X                |                  | A / I           |
| <b>Qualifications</b>   | <b>Essential</b> | <b>Desirable</b> | <b>Assessed</b> |
| Professional social work qualification, CQSW or Diploma in Social Work (Dip SW). Or Robust  |                  | X                | A / I / C       |

|   |  |   |           |
|---|--|---|-----------|
| equivalent professional experience with specialist children services. |  |   |           |
| Evidence of continuing professional development.                      |  | X | A / I / C |

**A – Application form / CV**

**I – Interview**

**T – Test**

**C - Certificate**