



Job Profile comprising Job Description and Person Specification

Job Description

Job Title: Placements Team Manager	Grade: PO6
Section: Children’s Social Care	Directorate: Children’s Services
Responsible to following manager: Service Manager (fostering and placements)	Responsible for following staff: 1 x Social Worker 3 x Placement Officers 1 x Housing Manager
Post Number/s:	Last review date: February 2022

Job Purpose

Responsible for managing Wandsworth’s Placements 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’s 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 Team Manager must possess a strong understanding and knowledge of the current legislation in relation to Children Looked After and young people Leaving Care. They will play a lead supervisory role within the team, passing on knowledge and advising on complex procedural matters. The Team Manager will also lead the way in representing the Service to partner organisations, building strong networks and drawing on their expertise to inform how Wandsworth works with other agencies to share resources and improve outcomes for the Borough’s children.

Specific Duties and Responsibilities

1. Offer a timely and supportive service to find well-matched placements in collaboration with social workers, personal advisors and young people on a daily basis.
2. Ensure that the work of the team and the rationale for placement decisions is evident on children and young people’s Mosaic records.



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3. Cultivate excellent relationships with internal commissioning colleagues, the Council's Foster Carers, and a wide range of Independent Fostering Agencies, Residential homes, and Semi-Independent providers.
4. Ensure costs of placements are kept as low as possible (and agreed in line with the Commissioning Alliance framework) while maintaining high quality of services, ensuring the needs of the child or young person are met and exceeded whenever possible.
5. In conjunction with the Service Manager and Head of Service, develop plans for service improvement and development in specific areas of service provision.
6. Contribute to liaison with providers and potential providers of services to support market development in response to identified need.
7. Support the delivery of the Council's CARE Panel in conjunction with the team's Business Support Officer (panel administrator), the Head of Service and Deputy Director.
8. Manage the monitoring of commissioned placements, including visiting placements and providers, taking the lead on monitoring Semi-Independent Providers, and ensuring providers are clear on their organisational statutory responsibility and the Council's expectations.
9. Ensure effective delivery of services through an adequately resourced team, using HR procedures covering recruitment, induction, training, performance appraisal, succession planning and absence management.
10. Ensure effective staff practice within the Placements Team through group supervision, internal practice audits and practice observation. Employing the use of performance management processes where practice or performance becomes a concern.

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 Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

Additional Information

The post-holder will be required to place orders and validate the delivery of services through the Councils' financial systems.

Occasional attendance at meetings outside normal working hours may be required



Person Specification

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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.



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Person Specification Requirements		Assessed by A & I/ T/ C (see below for explanation)
Knowledge		
Understanding of relevant legislation related to work with children looked after and young people leaving care.		A/I
Detailed and contemporary knowledge and understanding of the national statutory frameworks, government priorities and published guidance for children and families.		A/I
Knowledge and experience of commissioning services to meet the needs of children looked after and care leavers.		A/I
Good understanding of national policy and developments in relation to Children’s Services.		A/I
Experience		
Experience of delivering operational services and working with a range of placement providers that meet the needs of children looked after and care leavers.		A/I
Experience and skill in leading multi-agency planning groups involving children and young people, parents, carers, social work colleagues and providers; examples include service development groups, placement consultation meetings, placement stability or disruption meetings.		A/I
Significant experience of using standard IT packages		A
Experience of partnership working and collaboration		A
Some experience of managing budgets		A/I
Skills		
Ability to organise and prioritise own workload, to work under pressure and meet deadlines; and the ability to support your team to do the same.		A/I
Good oral, written and analytical skills		A/I
Ability to develop successful relationships with a range of statutory and voluntary stakeholders.		A/I
Ability to work collaboratively with other agencies and organisations.		A/I
Ability to negotiate outcomes and strategies between stakeholders who have conflicting priorities.		A/I
Qualifications		
Professional social work qualification, CQSW or Diploma in Social Work (Dip SW) and associated Social Work England registration. Or robust equivalent professional experience with specialist children’s services.		A/I/C



Evidence of continuing professional development	A
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- A – Application form / CV
- I – Interview
- C - Certificate