

Job Description

Job Title	Placements Officer
Directorate	Children and Young People's Service
Service Area	Commissioning and Safeguarding
Grade	5
Competency Level	1
Salary	£31,022 - £35,412
Job Type	Hybrid
Location	Cunard Building and Area offices
Disclosure and barring service (DBS)	Not Required
Job Evaluation Ref No	

Job Purpose

To source accommodation placements / packages of care suitable to meet the needs of children and young people both from internal and external provision. In line with Local Authority Sufficiency Strategy and commissioned contracts



Directly Responsible For:

N/A

Directly Responsible To: ART Business Manager

Main Areas of Responsibility:

- Find and negotiate placements /care packages for children in line with appropriate contractual agreements with providers.
- Ensure placement requests / packages of care are fit for purpose and comply with GDPR Policy always maintaining confidentiality of information
- Portray a professional positive and helpful image to providers sign posting enquiries to relevant teams / staff member.
- Through robust knowledge of the providers target service provision in line with meeting the needs of the young person and offer suitable options to social worker.
- Liaise with children's social workers to ensure all relevant information on the child to be placed/ or package required is obtained and to keep them informed of the process in identifying the placement / package and assist the Social Workers to match the child's needs to the foster carers' or care providers' category of approval, registration, and competencies.
- Ensure placement / package of care has financial approval from senior management / budget holders before it is entered into
- Assist Social Worker in completing the Individual Placement Agreement as an essential contractual element.
- Be apprised of all contractual arrangements and actively stimulate the provider market with referrals being open to all potential placement offers from new or existing providers
- Develop robust working relationship with all internal and external providers and partner agencies to support the development of services and the market

- Maintain and input appropriate data onto IT system to ensure Placement / package is recorded effectively and ensure that information and records on each placement resource are monitored in an orderly manner, and contribute to the acquiring of individual information for financial, placement or other purposes
- Notify Strategic Intelligence Team of any discrepancies in recordings on Liquid Logic
- Assist the ART Manager and Commissioner to undertake the required work when there are complaints, expressions of concern and contractual compliance issues.
- Ensure any safeguarding issues identified through complaints from any source are escalated to management.
- Participate in the development and maintenance of a knowledge base of placement providers both within and external to the Placement Northwest Framework and to meet service standards set by Liverpool Children's Social Care.
- Make use of management information systems, including information technology, in the recording, retrieval and analysis of information as required for the performance monitoring of the placements to inform Social Care performance and future commissioning needs.
- Contribute to the sufficiency strategy by identifying and monitoring gaps in provision and communicating to senior managers.
- Liaise with Placements Northwest in issuing and communicating information on quality of placements including the use of the Information Sharing Protocol (ISP)
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.

Supervision and Management Responsibility:

No Management responsibility

Budget and Financial Responsibility:

It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements with Standing Orders and Financial Regulations of the City Council

Social Value Responsibility:

Drive for social value through all activities, ensuring wider social, economic and environmental benefits for the council, residents and communities.

Physical Demands of the Job:

This is a desk-based job

Corporate Responsibility:

- Contribute to the delivery of the Council Plan.
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement.
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.



- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency Level 1.

[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to carry out any other duties that may reasonably be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NVQ Level 3 or educated to GCSE standard (3 A-C grades) or equivalent or an equivalent level of proven experience relevant to the requirements of the post (A)

Desirable

- Training or qualification in information technology e.g., ECDL or equivalent.
- Evidence of continuing professional development

Experience

Essential

- Experience in working in a social care, welfare, or care environment with a good understanding of children in need (AI)
- Experience in use of IT and electronic communication including Microsoft Word and Excel (AI)
- Experience of negotiating using strong interpersonal and communication skills (AI)

Desirable

- Experience of working in a fast paced or complex environment
- Extensive general administrative experience
- Experience of communicating and liaising with internal and external customers, overseeing, handling, and resolving complaints.
- Experience and understanding of contractual agreements with providers and liaising with procurement and legal services
- Experience of maintaining appropriate records and databases
- An understanding of information governance and security issues related to data protection, freedom of information

Skills/Abilities

Essential

- Ability to be systematic and have attention to detail (AI)
- ability to meet strict deadlines and work under pressure (AI)
- Have good organisational skills and the ability to use initiative and prioritise own workload (AI)
- Ability to work with a minimum of supervision (AI)

Desirable

- A good working knowledge of relevant childcare legislation and best practice guidance for looked after children
- Have excellent communication and interpersonal skills (both oral and written) and the ability to liaise effectively at all levels within the Council
- A good understanding of the external market and the variety and complexity of placements for looked after children

- Understanding of the role of good quality data, information, and intelligence to support the commissioning process
- Ability to work as an effective team member

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council.
- Commitment to undertake training and development as and when required and to participate in the development of the team.

Other

Desirable

- A commitment to equal opportunities.
- A desire to provide customer focused services