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**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| **Job Title:** Social Care Placements and Sufficiency Officer  |
| **Directorate:** Children, Education and Skills  | **Division/Section:** Children’s Social Care  |
| **Grade:** 6 **JE:** 9855 |

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| **Job Purpose:**To operate within the Placements Team to support both in house and out of house placement activities in Childrens Social Care working with Social Work staff and key partners to deliver partners. To process business support and financial transactions with regards agreed placements. |

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| Specific Responsibilities1. To source and support the provision of placements for children who are looked after by Oldham Council as directed; both in house and through provider arrangements, to ensure suitable and timely placements are made which meet the needs of the child.

 1. To quality assure placements to ensure they are safe and delivering the best outcomes for children and can demonstrate value as part of the Planning and Sufficiency Strategy.
2. To track placements activity and to contribute to the overall management and oversight of placements that are made within Children’s Social Care and Commissioning and Partnerships.
3. To provide support and guidance to Social Workers to ensure that the process of referral through to placement and review is seamless and meets the needs of children in Oldham.
4. To review all Out of Borough placements to ensure they meet the needs of children as part of scheduled reviews and as part of the High Cost Placements Panel.
5. To work with key partners including; Social Workers, Senior Practitioners, Team Managers, Health Professionals, Schools and other bodies as appropriate to support placements activities.
6. To work with the Fostering Team to plan and review Independent Fostering Arrangements in Children’s Social Care.
7. To work with Social Work Services to ensure transitional arrangements are undertaken in agreement with the Council’s approach to post 16 and post 18 services and activities.
8. To attend the Access to Resources Panel as requested to support the chair in making placements decisions as required.

General Responsibilities:1. Foster a high-performance culture within the division ensuring efficiencies are maximised across the division and continuous improvement occurs.
2. To ensure effective working relationships with all partners, both internal and external.
3. To act as an ambassador for the service at all times, effectively managing client and stakeholder relationships to gain a clear understanding of key objectives and needs so that expectations can be managed, and assignments and projects undertaken with a clear business focus, within agreed budgetary arrangements and achieve planned measurable outcomes.
4. To draft and/or contribute to the drafting of reports for management teams, organisational forums, elected members etc regarding the impact of development initiatives on meeting defined business objectives.
5. Facilitate positive, regular engagement with all stakeholders to inform continuous service improvements.
6. Effectively deal with complaints, comments, compliments and enquiries and act as an investigating officer, as and when required.
7. To contribute to the overall management of the directorate.
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| **Standard Duties:**1. To actively promote the equalities and diversity agenda in the workplace and in service delivery.
2. To uphold and implement policies and procedures of the council and directorate including customer care and health and safety policies.
3. To actively engage with the behaviours and values of the Council to promote and support our Cooperative agenda.
4. To undertake continuous professional development (CPD) and to be aware of new developments, legislation, initiatives, guidelines, policies and procedures, and to ensure that members of the division/group are informed appropriately.
5. Undertake any additional duties commensurate with the level of the post.
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| **Contacts:**Contacts are employees of the team, service, division, the council, partners, trade union representatives, elected members, inspectors, external organisations and the public |

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| **Relationship To Other Posts In The Directorate:****Responsible to:** Social Care Placements and Sufficiency Strategic Lead. **Responsible for:** Not Applicable. |

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| **Special Conditions:**Enhanced DBS Disclosure This is a politically restricted post. |

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|  | **DATE** | **NAME** | **POST TITLE** |
| **Prepared** | 2nd October 2019 | Merlin Joseph  | Interim Director of Children’s Services  |
| **Reviewed** | 22nd January 2020 | Shirley Woods-Gallagher | Assistant Director Commissioning & Partnerships |
| **Reviewed** | 8th February 2020 | Shirley Woods-Gallagher | Assistant Director Commissioning & Partnerships |

**OLDHAM COUNCIL**

**PERSON SPECIFICATION**

**Job Title:** Social Care Placements and Sufficiency Officer

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|  | **Selection criteria** **(Essential)** | **Selection criteria** **(Desirable)** | **How Assessed** |
| **Education & Qualifications** | Sufficient literacy and numeracy to be able to undertake the tasks and duties of the role. |  | AF / I / AC |
| **Experience** | Experience of practice and working with Children and Young People in regard to placements activities.Experience of implementing and managing placements both in house and through external providers.Experience of planning placement activities with Social Work Teams Experience of undertaking Placements reviews to ensure they continue to meet the needs of children and young people.Experience of collaborative working with a range of partners including: schools, colleges, health and social care professionals to affect change and problem solve in regard to placements.Experience of transitions activities and plans.Experience of developing and implementing office systems and effective financial management systems | Experience of chairing multi agency meetings  | AF / I / AC |
| **Skills & Abilities** | Ability to use negotiation, persuading and influencing skills to bring about behavioural change and achieve desired results/outcomes as necessary.Ability to review and consider suitable options and make recommendations based on quality and value for money.Effective presentation, communication and interpersonal skills and ability to apply these effectively to a variety of audiences |  | AF / I / AC |

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| **Knowledge** | Understanding of the range of issues and challenges facing the Children’s Social Care both operationally and strategicallyKnowledge of key national policy drivers relating to placements. Knowledge and understanding of [Children Act 1989 guidance and regulations volume 2: care planning, placement and case review](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/441643/Children_Act_Guidance_2015.pdf).Understanding and knowledge of the workings of local government and including its legal, financial, social and political context, political processes and the current issues faced in a multi-cultural areaUnderstanding of good placements practices and their successful application. |  | AF / I / AC |
| **Work Circumstances** | Able to work flexibly to meet the demands of the service (including evenings and weekends as necessary) |  | AF / I / AC |

**NB. - Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**