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| **Department** | **Department of People** |
| **Job Title** | **Placements Northwest Manager** |
| **Grade** | **Grade 12**  |
| **Primary Purpose of Job** | To ensure Placements Northwest acts as a strategic commissioning service which supports the development of sufficient placements for Looked After Children and Care Leavers across the North West. Maintain and enhance the use of information and intelligence on the cost and quality of services and their impact on outcomes for Looked After Children and Care Leavers, including those who are adopted.Implement, manage and effectively review appropriate commissioning mechanisms to secure sufficient volume and quality of fostering, residential, specialist education and Supported and Independent Living Services placements. Facilitate and contribute to sector-led improvement and regional development, including through identification and dissemination of good practice to build sustainable commissioning capability and expertise.Establish Placements Northwest as a focal point for coordination of effective relationships between key local, regional and national partners in placement commissioning and provision.  |
| **Reporting To** | Assistant Director, Staying Safe |
| **Staffing** **Responsibilities** | * Commissioning Officers
* Contract and Quality Monitoring Officer
* Co-ordination of staff and/or project teams as appropriate
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**Main Duties**

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| **1** | To develop and coordinate an agreed strategic regional approach to managing the North West placements market to meet current and anticipated need.  |
| **2** | To ensure that commissioning processes and practice meets the appropriate national standards, guidelines and regulatory requirements. |
| **3** | To oversee the ongoing development and redesign of commissioning mechanisms including Dynamic and Flexible Purchasing Systems, ensuring collaborative priorities of quality and value for money are met. |
| **4** | To oversee the robust collation and analysis of data relating to need, demand, market performance, financial resources and service quality and to use this to develop commissioning options and underpin decision making. |
| **5** | To routinely report on the impact of collaborative commissioning activity on performance and develop systems to better capture service user outcomes delivered. |
| **6** | To liaise and consult with key local, regional and national partners to ensure that stakeholder and provider engagement produces key evidence for commissioningstrategies/plans and the improvement of service provision. |
| **7** | To lead, manage and support any designated staff within Placements Northwest and any associated projects |
| **8** | To act as the overall project manager for key regional commissioning and improvement projects working together with the Assistant Director, Staying Safe and other service leads. |
| **9** | To positively support sector led improvement in commissioning, procurement and contract management practice. |
| **10** | To liaise proactively with other commissioners (through facilitation of the North West Commissioning Managers Group) and partners to ensure that regional strategic commissioning aims and objectives are delivered collaboratively. |
| **11** | To work with local authorities and Regional Adoption Agencies to enhance the contribution of fostering and adoption services to securing placement sufficiency and permanence through regular engagement and delivery of specific projects.  |
| **12** | To manage, provide reports on and assist with setting any delegated budgets. |
| **13** | To undertake any other reasonable duty as directed by the Head of Service. |

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| **Date Job Description prepared/updated:** | **January 2018** |
| **Job Description prepared by:** | **Bernie Brown** |

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| **Department** | **department of people** |
| **Job Title** | **Placements Northwest Manager** |
| **Stage One** | Disabled Candidates are guaranteed an interview if they meet the essential criteria |
| **The Minimum Essential Requirements for the above Post are as Follows:** | **Method of Assessment** |
| **1.** | **Skills and Knowledge** |
| 1. | Ability to lead by example, inspiring confidence and trust, tackling performance issues as they arise and creating a ‘can do’ culture. | Application / Interview |
| 2. | Ability to set and prioritise realistic goals and objectives ensuring an effective service and sustained improvement is delivered.  | Application / Interview |
| 3. | Ability to lead a range of different teams, including virtual and multi-agency teams and ensure delivery of needs led services and positive outcomes.  | Application / Interview |
| 4. | Ability to use a range of management tools and techniques to analyse complex issues and develop solutions. | Application / Interview |
| 5. | Ability to develop an improved approach to managing the risks when a provider goes out of business or closes for other reasons, including having contingency plans in place and monitoring effectively the financial health of voluntary and private providers.  | Interview / Presentation |
| 6. | Ability to plan, develop and manage projects, using appropriate project management tools. Skills in leading, developing and monitoring activities, resources and plans, maintaining communication with project stakeholders, and providing options for solution to issues. | Application / Interview |
| 7. | Excellent planning, research, organisational and decision making skills. Ability to analyse and interpret information and data and to present to a range of audiences. | Application / Presentation |
| 8. | Evidence of effective project management skills and the ability to lead and deliver projects to timescales.  | Application / Interview |
| 9. | Ability to identify information and communication requirements, and to select, implement and monitor information management and communication systems. | Application / Interview |
| 10. | Ability to work within a performance management framework, understanding the relationship between performance and practice and seeking to achieve continuous improvement across service area. | Application / Interview |
| 11. | The ability to manage, organise, support and maintain the use of information technology systems and software. | Application  |
| 12. | Knowledge and understanding of the breadth of issues and developments impacting on local authorities relating to LAC placements. | Application |
| 13. | A detailed understanding of legislation, regulations and statutory guidance relating to Children's Placement Services. | Application |
| 14. | A sound understanding of relevant research and evidence of knowledge of best practice in children’s placement services.  | Application |
| 15. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | Application / Interview |
| **2. Experience/Qualifications/Training etc** |
| 1. | A minimum of 3 years management experience in a Children’s Social Care service. | Application |
| 2. | Degree or equivalent and a recognised management qualification or evidence of continued management and professional development at a senior level. | Application |
| 3. | Successful experience of strategic planning, commissioning, contracting and performance monitoring of placement services for Looked After children. | Application / Interview |
| 4. | Experience of effective financial management and budget planning in a social care environment. | Application  |
| 5. | Substantial, successful experience of joint collaborative working with external placement providers from the private, voluntary and independent sectors.  | Application / Interview |
| 6. | Proven experience of reviewing and developing services, strategies, procedures and practice in a social care context, both pro-actively and in response to change. | Application / Interview |
| 7. | Experience of with working with senior officers from a range of agencies, including an ability to co-ordinate inputs from a range of sources to develop strategic priorities. | Application / Interview |
| 8. | Experience of working with commissioners and supporting and influencing the effective commissioning of high quality services.  | Application / Interview |
| 9. | Experience of obtaining and analysing the information needed for decision making and the ability to advise, inform and influence senior colleagues in making critical decisions.  | Application / Interview |
| 10. | Proven experience of developing and implementing strategies to ensure equality of opportunity and the provision of culturally appropriate services that tackle inequality in outcomes. | Application / Interview |

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| **3. Work Related Circumstances** |
| 1. | A willingness to work flexibly as directed across the North West. Though the post is based in Bolton, the post holder will be required to work in other local authorities in the region and engage in some national networks. |  |
| 2. | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | Application FormInterview |
| 3. | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | Satisfactory Disclosure |

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| **STAGE TWO** | Will only be used in the event of a large number of applicants meeting the minimum essential requirements |
| **Additional Requirements** | **Method of Assessment** |
| **1. Skills and Knowledge** |
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| 2. |  |  |
| **2. Experience/Qualifications/Training etc** |
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| 2. |  |  |
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| **Date Person Specification prepared/updated:** | **January 2018** |
| **Person Specification prepared by:** | **Bernie Brown** |

**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.