



## Job Description

Job Title: Placement Brokerage Officer

POSCODE: 3344

Grade: J

### Overall Purpose of Role

Located in a Project Team managing funding from Public Health, based in the Commissioning & Strategy Service and the Quality & Performance directorate of NCT, and reporting to the Public Health Project's Business Analyst. The Placement Brokerage Officer is aligned with the team responsible for the sourcing and negotiation of all placements for Northamptonshire's Looked After Children and Care Leavers. The placements budget is currently valued at £45m and the Placement Management Team are responsible for the effective sourcing of placements which offer both the best match to the child's needs and best value to the authority.

### Main Accountabilities

Main Accountabilities	
1	To undertake all tasks in relation to the brokerage of commissioned services/placements for Northamptonshire's Looked After Children - taking all referrals for children requiring support/a placement and identifying the best match available to them taking into consideration the child's needs and making the best use of resources available.
2	To participate in a duty system that will manage the flow of work into the team and manage these cases until they are allocated within the team.
3	To work as a category specialist – developing key knowledge and understanding in relation to a specific area of the market enabling placements that require these services to be commissioned effectively.
4	To ensure that financial processes within the authority are adhered to and that the necessary agreements for allocation of resources is in place for each placement identified.
5	

	To support the QA element of the team's work – reviewing placement requests and supporting colleagues in Social Care to complete these ensuring this is done in a timely manner and with a view to ensuring that all relevant information is gathered and shared with providers to help them make an informed decision about their ability to provide a service to the young person.
6	To ensure all documentation regarding a service/placement – internal and external is completed and circulated as necessary. This includes internal placement offers, notifications of placement, financial & contractual agreements, LAC paperwork and Carefirst updates. This includes ensuring that providers have received all relevant LAC documentation.
7	Undertake reviews of Individual Provision/Placement agreements in accordance with the agreed time frame – ensuring services remain responsive to the needs of the child and that available resources are used effectively. Where these require amendment the Placement Brokerage Officer will need to ensure this is completed and circulated in a timely way.
8	To attend panels and case planning / review meetings as required and agreed by Line Manager – contributing to the case management and review process.
9	To undertake lead liaison role with identified Social Work teams or equivalent - establish and sustain a team liaison with social work teams and other internal colleagues, offering support and guidance on team function and process & raising with the Line Manager any concerns that arise.
10	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
11	To ensure that reasonable care is taken at all times for the health, safety and welfare of yourself, others and to comply with the policies and procedures relating to health and safety with the Trust.

**Safeguarding commitment** *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

## Person Specification

### Qualifications, Knowledge, Skills and Experience

Minimum level of qualifications needed for this post

Qualifications Required	Subject	Essential/Desirable
Degree level qualification	Social Work	D
Higher Education qualification	Relevant service area (social care / business management)	E

Minimum levels of knowledge, skills and experience required for this post

Identify	Details	Essential/Desirable
<b>Knowledge:</b>		
Children's Services	Knowledge of services for Looked After Children including an understanding of a local authority's corporate parenting role	E
	Knowledge of the Legislation regarding both Looked After Children & placement provision and its application to current practice.	E
	An understanding of the principles of placement commissioning in either a Local Authority or provider setting.	D
<b>Skills:</b>		
	The ability to develop and maintain strong working relationships with both internal and external networks.	E
	Strong written and interpersonal skills across a range of internal and external audiences.	E
	The ability to manage your own workload, to identify changing priorities and adapt to meet these.	E
	IT skills – Word / Outlook / Excel / Carefirst	E
<b>Experience:</b>	Give an idea of the type and level of experience required <b>do not</b> specify years of experience.	
	Experience in Children's Social Care – including work with Looked After Children.	E
	Experience of working in fostering, residential or similar setting	D

	Experience of identifying need and developing support packages to meet these within an identified budget	D
	Experience of working with a multiagency approach and developing sustained professional networks within this.	E
<b>Equal opportunities</b>	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs	
<b>Safeguarding</b> ( <i>include for roles working with children/vulnerable adults</i> )	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

### Disclosure level

<b>What DBS Level is required for this post?</b>	
None	<input type="checkbox"/>
Standard	<input type="checkbox"/>
Enhanced Child Only	<input type="checkbox"/>
Enhanced Child/Adult Bar	<input checked="" type="checkbox"/>

### Working Arrangements

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	
Fixed	<input type="checkbox"/>
Flexible	<input checked="" type="checkbox"/>
Field	<input type="checkbox"/>
Home	<input type="checkbox"/>