

## Job purpose and person specification

<b>Job Title:</b>	Resource Officer
<b>Service:</b>	Commissioning
<b>Grade:</b>	SO1/SO2
<b>Reports to:</b>	Placement Officer

### Job Purpose:

To be responsible for identifying and monitoring effective resources for vulnerable children/ young people (and their families where appropriate), To negotiate contracts and develop relationships with a variety of providers.

### Principal Accountabilities:

#### Resource and Partnership Building

- Undertake a workload which will involve forming collaborative working relationships with colleagues in Children and Young People's Services and our partner agencies.
- Negotiate, liaise, professionally challenge and develop relationships with internal and external providers and partnership agencies to develop high quality, value for money provision that is as close to the child/young person's home, where possible. This includes negotiating expectations and issuing contract documents for each resource.
- Implement resourcing outcomes from the relevant panels; commissioning requirements and / or seeking creative solutions, and identify appropriate provision for children and young people.
- Receive referrals and identify appropriate resources as part of a duty system.
- Monitor resources against the contract and individual outcomes. This will include visiting providers (including not limited to residential homes, supported living projects, fostering agencies, family support agencies).
- Identify gaps in provision and any trends in services. Use management information effectively and write reports to present findings.
- Work with the independent sector to professionally challenge poor practice, manage change, share good practice and changes in guidance and legislation.
- Ensure the accuracy of data and of any information shared internally and externally.
- Develop systems and tools to manage and monitor contract compliance with internal and external providers.
- Identify issues and resolve problems on your own or in collaboration with the team.

- Involve children and young people in all aspects of work ensuring that children and young people's needs are the priority and that safeguarding is paramount when identifying provision.
- Develop excellent working relationships with other Local Authorities, including attending regional and national events at the request of the manager.
- Provide advice and support to colleagues in Children and Young People's Services as required.

#### **Service Support and Development**

- Support the Manager in ensuring statutory duties and targets are met.
- Contribute to developing practises within Commissioning Enhanced Services.
- Contribute to the staff development in Commissioning Enhanced Services.
- Contribute to delivery and planning of services for vulnerable children and young people.
- Carry out additional reasonable duties as required by the line manager.
- To ensure the demands of the service are met, a requirement of this role is to provide emergency support during weekend and bank holiday periods.
- To ensure the demands of the service are met, a requirement of this role is to provide emergency support during weekend and bank holiday periods.

#### **Job Knowledge, Skills & Experience:**

#### **Minimum levels of qualifications and/or equivalent experience required for this job**

<b>Qualifications Required</b>	<b>Subject</b>	<b>Essential / desirable</b>
	Educated to 'A' Level standard or NVQ Level 3	Essential
	Degree in relevant field or NVQ Level 4 Up to date Continuous Professional Development Record	Desirable

#### **Minimum levels of knowledge, skills and experience required for this job**

<b>Knowledge &amp; understanding</b>	<b>Describe</b>	<b>Essential / describe</b>
	Working knowledge of policy, legislation and guidance relating to children and young people's services	Essential
	Good understanding of confidentiality	Essential

	EU Procurement Law	Desirable
--	--------------------	-----------

Skills	Describe	Essential / desirable
	Ability to analyse and evaluate information critically	Essential
	Competent computer skills	Essential
	Ability to communicate effectively in writing and verbally in different settings with different people	Essential
	Ability to work with children and young people on a face to face basis	Essential
	Ability to challenge in a constructive way	Essential
	Ability to facilitate change with external providers	Essential
	Ability to work to a deadline, to organise time and prioritise effectively	Essential
	Ability to contribute to work within a Team	Essential
	Ability to travel throughout the United Kingdom	Essential

Exerience	Describe	Essential / desirable
	Experience of direct work practice in children and young people's services	Essential
	Experience of working in partnership with colleagues, other statutory and voluntary agencies	Essential
	Experience of working to a deadline	Essential
	Experience of Contract Management	Desirable
	Experience of negotiating, influencing and challenging	Desirable