

## Job title: Children's Placements Quality Officer

### Grade: 9 - £34,723 - £39,493

#### **Our Vision**

An innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy.

#### **Our Outcomes**

We want everyone in Staffordshire to:

- Have access to more good jobs and share the benefit of economic growth
- Live in thriving and sustainable communities
- Be healthier and more independent for longer

#### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

#### **About the Service**

Our aim is to create an environment where families are supported to stay together safely and live well in their communities by building on their strengths. This is the right thing to do. Families tell us they do not want to be in services

and evidence says that lives are better when needs can be met early within the family or community.

Working in this way is also more sustainable. We can support more families to live better lives if we focus on addressing needs as early as we can. This report details the changes we have already made across the children and families system. We will continue to build a strengths-based approach which will promote a culture of inclusion and support to enable children to achieve their best outcomes.

### **Reporting Relationships**

**Responsible to: Market Relationship Manager**

**Responsible for: N/A**

### **Key Accountabilities:**

1. To provide technical knowledge and expertise in relation to the regulatory framework and National Minimum standards for Children's Homes and Fostering to assist the Placement Service to effectively commissioning placements for children and young people.
2. To undertake and coordinate regular quality assurance visits to ensure children and young people needs are being met in accordance with the Care Plan and Individual Placement Agreement.
3. Ensure commissioned independent providers deliver high standards of care, and care practices are consistent with and complimentary to local authority procedures/protocols.
4. To take the lead in addressing any concern's raised with regards to a service provider and provide support and assistance to the Market Relationship Manager in the resolution of conflicts that may arise
5. To liaise with the Local Authority Designated Officer / Risk Management Co-ordinator where there are safeguarding concerns relating to providers.
6. To develop and maintain relationships with providers and to regularly monitor the services commissioned by the Placement Service.
7. To monitor Quality assurance arrangements of internal children's homes including Regulation 44 and reg 45 reports.

8. To ensure that those providing commissioned placements for children and young people are compliant with government regulations, guidance and the Council's policies and procedures.
9. To assist the Market Relationship Manager to develop and review contracts with placement providers.
10. To assist in the analysis of market trends of children and young people placements and to assist in the development of strategies to promote provision in terms of type, quality, geographic location and innovative practice.
11. To contribute to the development of Staffordshire County Council's placement strategy and sufficiency requirements and work with the Business Relations Manager to develop capacity in the market place. JD/PS template
12. To assist in all aspects of requests to find suitable placements, taking into account need, which ensures improved quality and promotes best practice.
13. To monitor disruption meetings and chair when required.
14. To develop and operate a system to collect management information in respect of placement activity and costs, and service provider information. To monitor and report on areas of practice, such as missing persons, offending rates and the use of physical intervention.
15. To support the Regulated Services Management Team with inspections of Looked After Children, Placements, Adoption, Fostering and LA Children's Homes.
16. To deputise in the absence of the Business Relations Manager in making placements with independent residential providers and dealing with quality assurance issues with independent providers.
17. Any other duties that are commensurate with the grading of the post, although suitable adjustments will be in line with equality legislation.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.



The content of this Job Description and Person Specification will be reviewed on a regular basis.


## Person Specification

A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

Minimum Criteria for Disability Confident  Scheme *	Criteria	Measured by
	<b>Qualifications/Professional membership</b>  -Educated to Degree level in a related field or equivalent experience in social care and/or health sector.	A/I
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Experience in a children's social care setting</li> <li>• Experience of working directly with children</li> <li>• Track record of effective continuous improvement in service delivery and quality assurance</li> <li>• An excellent understanding and knowledge of relevant legislation, guidance and an understanding of current issues in the area</li> <li>• A working knowledge of local government structures and processes in social care in relation to children</li> <li>• Experience of working with internal and external organisations/care providers and managerial boundaries to achieve improved outcomes for children and young people</li> <li>• Understanding of and ability to use information and communication technology and information management systems</li> <li>• Understanding of and ability to use performance frameworks within social care settings.</li> </ul>	A/I

	<ul style="list-style-type: none"> <li>• A demonstrable knowledge and understanding of quality assurance systems</li> <li>• Experience of working under pressure and meeting deadlines</li> </ul>	
	<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to prepare reports in a timely manner A/I ALL JD/PS template</li> <li>• Demonstrate accurate numerical and data analysis skills</li> <li>• Skills in negotiation and achieving progress towards desirable outcomes for children and young people</li> <li>• Ability to build effective relationships with colleagues from partner agencies and other stakeholders</li> <li>• Good communication skills with the ability to present clearly and concisely to a range of audiences in a range of formats</li> <li>• Demonstrable ability to implement effective changes to operational delivery</li> <li>• Demonstrable commitment to user, carer and community involvement</li> </ul> <p>This post is designated as a casual car user</p>	A/I



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, braille, another language on cassette or disc, please ask us by contacting  
Talent & Resourcing Team 01785 278300