

CROYDON COUNCIL

ROLE PROFILE AND PERSON SPECIFICATION

DEPARTMENT:

DIVISION:

JOB TITLE: Contract and Placement Officer

ROLE PROFILE

Job Title:	Contract and Placement Officer
Department:	
Division:	
Grade:	

Hours (per week):

36

Reports to:

Children Placements Team Manager

Responsible for:

The day to day task allocation and management, training, support and induction of support staff and modern apprentices.

Role Purpose and Role Dimensions:

Job Purpose:

The Contract and Placement Officer is part of team working to identify, source and commission suitable in house or external accommodation for any child that is “looked after” and as part of the placement process various tasks/notifications will need to be made, including information management, brokerage and payments services on behalf of CYPS.

Provide carefully matched placements in accordance with the child/young person’s plan that considered the child/young person’s health, education, cultural, ethnic, religious and therapeutic needs. The placement officer will have responsibility for screening and collating placement and resource options received and presenting these to the social work team via an ‘Options Paper’ including all details of any potential placements including the contracted price / allowances rate and any discounts and enhancements applicable.

Responsible for ensuring the placements offers the child/young person care and support in a safe and stable environment that complies with all required regulation i.e. Ofsted

Responsible for ensuring all relevant documentation i.e. risk assessment, care plan is received from the child/young person's allocated social worker and as appropriate shared with the provider.

Deliver agreed processes, notifications and recordings on placements being made.

Build strong working relationships across the Council, providers, members of other statutory and organisations and voluntary agencies.

Specific individual and shared targets and objectives are defined annually within the performance management framework. The officer will validate spread sheets and care management systems to ensure all contracts and placement agreements are in place and valid.

Represent CYPS Contracts and Placements Team at meetings and events and also attending safeguarding meetings and another essential meetings as required.

Accurately keep records of all correspondence and conversations held in respect of CYPS contracts and placements cases.

Regularly audit systems and information held and ensure that issues are reported promptly for action through the appropriate mechanism.

Play a key role in the development, management and maintenance of the administration function for the CYPS Contracts and Placement Team to work to continuously improve process and efficiencies to ensure that the team are able to meet and exceed the requirements of its stakeholders from the service.

The responsibly officer will apply the protocols of the service to ensure that payments in respect of contracts / services and placements are accurate. The officer will be responsible for the receipt, validation and recording of payment requests in accordance with Croydon's CPR's and all applicable legislation in respect of services / agreements and contracts.

On behalf of the Council the placement officer be responsible for the issue and management of notice to providers when placements / agreements or contracts are due to end or will negotiate the notice period.

The placement officer will work diligently to prevent the Council paying unnecessarily for services not received and will ensure best value for money.

To be the first point of contact for Providers, Social Workers and CYPS Managers with any queries regarding current placements/ agreements or contract details on individual providers/foster carers.

Be responsible for keeping the CYPS Contracts and Placements team intranet page up to date with regards to new contracts and placement related procedures and policies and to signpost to services that sit outside the remit of the service.

Actively participate in the implementation of department 'work streams' identified via the continuous improvement processes.

The placement officer needs to respond to and report changing service demands to the team manager to ensure the placement service is able to continue to meet the needs of its service users in a timely and efficient manner whilst operating in accordance with Council Procedures, legalisation and good practice guidance to ensure the child/young person remains central to placement planning and arrangements.

Commitment to Diversity:

The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Key External Contacts:

Key Internal Contacts:

Financial Dimensions:

Key Areas for Decision Making:

Other Considerations:

Is a satisfactory disclosure and barring check required?

[\(click here for guidance on DBS\)](#)

What level of check is required?

Is the post politically restricted
([Click here for guidance on political restriction](#))

Is the post exempt from the Rehabilitation of Offenders Act (ROA) 1974
([Click here for guidance on ROA](#))

Key Accountabilities and Result Areas:

Service/functional accountabilities

Key Elements:

Council-wide accountabilities

The post holder's duties must be carried out in compliance with the following:

- Council's Equal Opportunities Policy and Strategy,
- Information Security Policies,
- Financial Regulations and Standing Orders,
- Health and Safety at Work Act (1974) (and subsequent health and safety legislation).

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the post-holder may be required to undertake other reasonably determined duties and

responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Confidentiality

- Treating all information acquired through employment, both formally and informally, in confidence. There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Data Protection

- Being aware of the council's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.
- There are strict rules and protocols defining employee access to and use of the council's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities and Diversity

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and promote its policies in their own work, undertake any appropriate training to help them to challenge prejudice or discrimination.

Contribute as an effective and collaborative team member

This will involve:

- Participating in training to demonstrate competence.
- Undertaking training as required for the role.
- Participating in the development, implementation and monitoring of service plans.
- Championing the professional integrity of the service.

Person Specification

Job Title:

Contract and Placements Officer

Essential knowledge:

Grade A-C GCSE (or equivalent) in Mathematics and English.

Essential skills and abilities:

An awareness of problems and issues that can impact on children and young people.

Ability to assess and match children and young people's needs to appropriate placement, understanding and using risk assessments in placement finding activity, in consultation with senior staff with the placement service.

- Ability to use initiative to ensure that process requirements are met but not to the detriment through delay of any potential placement or service options.
- Be competent and confident in the legalities information sharing in respect of vulnerable children and young people and also commercially sensitive data.
- Highly skilled in the use of all forms of IT and the ability communicate clearly both written and verbal.

Essential experience:

- Experience of development within the role and knowledge in the relevant professional area.
- Experience of working in a supportive relationship with children, young people and families.

Special conditions: