

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Referral and Placements Officer	JEID	L0406
Salary Grade:	I		
Team:	Warwickshire Placement Hub		
Service Area:	Children and Families BU		
Primary Location:	Located in the placement Hub in Kings House Bedworth		
Political Restriction	This position is not politically restricted.		
Responsible to:	Placement Hub Team Manager		
Responsible for:	N/A		

Role Purpose

This post will be in the placement hub which has the aim of working closely with Fostering Duty and children's social care teams to ensure children and young people are matched with the most appropriate placement. The post will be office and home based and does not include direct work with children or young people.

You will be expected to respond to same day requests for placement during your duty week and then finding longer term solutions during your non-duty week (IFA, Residential, Supported Accommodation, Parent and Child Residential).

During your duty week, you will be expected to be in the office.

The Purposes of the Role are:

To provide an effective commissioning approach to brokerage within the Hub for Children's Social Care Placements, and to act as an interface between Commissioning, Social Care and Market Providers.

To gather and collate information on client needs and to use existing referral processes and contracts to seek and identify a suitable service package within required timescales and which is compliant with statutory requirements and promotes value for money.

To inform the placing lead professional of any suitable service package offers for each referral,

and to advise on the benefits and costs of each. To include in this information: how well the service matches needs; an assessment of the quality of the services being offered (including references from other organisations); and other documentation to meet contractual requirements.

To negotiate directly with providers the costs of support for children and young people requiring residential care, fostering, and/or education within the range of contractual arrangements available.

To enhance market intelligence and information management processes within Market Management, Strategic Commissioning and The People Group more widely.

To record this activity in electronic records systems, and communicate the progress of activity effectively to ensure continuity of case work between workers.

Role Responsibilities

1. To undertake brokerage of children's social care placements with external providers in respect of framework agreements and spot purchase arrangements of services for children looked after.
2. Negotiating placement prices, working closely with social workers to maximise value for money and care outcomes.
3. Negotiating favourable contract terms in respect of associated transport and leisure activity arrangements.
4. To undertake the application of value for money tools, such as the Care Funding Calculator, to enable the efficient procurement of specialist residential care placements.
5. To work in partnership with colleagues in the placement hub and children's teams to ensure all relevant core contract documentation
6. To provide advice, guidance and support to Children's teams in relation to contractual disputes about individual placements.
7. To engage other internal and external stakeholders, including Legal services, Finance and colleagues in the NHS in the process of agreeing funding contributions.
8. To undertake regional and national benchmarking in relation to fee rates, pricing structures and supplier performance.
9. To support commissioners and the market management team in the development of systems to capture market intelligence in respect of fee rates, care provision occupancy levels, vacancy information, financial viability issues and contract reviews.
10. Undertake any other duties consistent with the job purpose and grading of this post.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Educated to Degree level and having some experience in procurement, contractual, brokerage or financial work role in either the public or private sector, or at least 3 years experience in procurement, contractual, brokerage or financial work role in either the public or private sector.	A,I
Understanding of local authorities statutory commissioning responsibilities in relation to: Children's and Adult Social Care, particularly Residential Care, Fostering; and Education for pupils with SEN.	A,I
Strong and proven negotiation skills including either face to face, telephone or email communication, ideally with care providers and other stakeholders. Ability to present complex written and verbal information effectively.	A,I
Knowledge and experience of working with financial processes and procedures in the context of procuring goods or services in an organisation.	A,I
An ability to clearly understand the economic/ business environment for Social Care and Education service providers, including a commitment to keeping up to date with developments in the provider market, locally and nationally.	A,I
Awareness of relevant ethical codes of conduct.	A,I
Knowledge and experience of working with data management systems and the ability to utilise existing data management systems to support improvements in market intelligence and support negotiation to achieve best value outcomes.	A,I
Willingness to work flexibly in a change management culture and support the implementation of proposals for change.	A,I
Good organisational, numeric and IT skills and the ability to construct and work to deadlines and prioritise workload.	A,I
Demonstrate a commitment to anti-discriminatory practices in employment, training and service delivery.	A,I
Able to interpret, analyse and organise information.	A,I
Ability to develop positive working relationships across organisational boundaries in a complex sector.	A,I
Awareness and understanding of the strategic commissioning cycle and the need to develop clear Market Management intentions.	A,I
To ensure that health and safety responsibilities are carried out in accordance with the Directorate's health and Safety policy and procedures.	A,I

Desirable Criteria

Assessed By:

Educated to degree level or equivalent	A, I
Experience of project management techniques.	A, I
Understanding of local authority commissioning and contracting processes for Adult Social Care services.	A, I
Knowledge of relevant national and local policies and legislation linked to an ability to understand how these are reflected in local Market Management strategies.	A, I
Knowledge and experience of developing systems and processes which promote best value spot purchasing and contract management.	A, I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

<input type="checkbox"/> Provision of personal care on a regular basis	<input type="checkbox"/> Driving HGV or LGV for work
<input type="checkbox"/> Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/> Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes)
<input type="checkbox"/> Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/> Restricted postural change – prolonged sitting
<input type="checkbox"/> Lone working on a regular basis	<input type="checkbox"/> Restricted postural change – prolonged standing
<input type="checkbox"/> Night work	<input type="checkbox"/> Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/> Rotating shift work	<input type="checkbox"/> Manual cleaning/ domestic duties
<input type="checkbox"/> Working on/ or near a road	<input type="checkbox"/> Regular work outdoors
<input checked="" type="checkbox"/> Significant use of computers (display screen	<input checked="" type="checkbox"/> Work with vulnerable children or vulnerable

equipment)		adults
<input checked="" type="checkbox"/> Undertaking repetitive tasks	<input checked="" type="checkbox"/> Working with challenging behaviours	
<input type="checkbox"/> Continual telephone use (call centres)	<input type="checkbox"/> Regular work with skin irritants/ allergens	
<input type="checkbox"/> Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/> Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)	
<input type="checkbox"/> Work requiring respirators or masks	<input type="checkbox"/> Work with vibrating tools/ machinery	
<input type="checkbox"/> Work involving food handling	<input type="checkbox"/> Work with waste, refuse	
<input type="checkbox"/> Potential exposure to blood or bodily fluids	<input type="checkbox"/> Face-to-face contact with members of the public	
<input type="checkbox"/> Other (please specify):		