

Leeds City Council

Job Description

CORE VALUES, AMBITIONS AND GOALS

As a Council our Ambition is to be the best City Council in the UK

Our behaviours will be influenced by our values of.

- Working as a Team for Leeds
- Being Open, Honest & Trusted
- Working with Communities
- Treating People Fairly
- Spending Money Wisely

Children & Families Directorate

Our Vision

We want Leeds to be a Child Friendly City and are committed to ensuring that children and young people.

- are safe from harm
- do well at school and are ready for work
- choose healthy lifestyles
- have fun growing up, and
- are active citizens who feel they have voice and influence

Our goals

We believe that every Children's Services employee can contribute to make our vision a reality and we encouraged everyone to work as part of the directorate team to shape children and family centred local services based on our priorities of.

- helping young people to live in safe and supportive families
- ensuring that we protect the most vulnerable
- encouraging activity and healthy eating
- improving support where there are additional health needs
- promoting sexual health
- readiness for school
- improving behaviour, attendance, and achievement
- reducing the numbers of young people who are not in employment, education, or training
- providing opportunities for play, leisure, culture, and sporting opportunities
- reducing youth crime and anti-social behaviour
- increasing participation, voice, and influence

We are committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults. We promote diversity and want a workforce that reflects the population of Leeds.

Directorate	Children & Families
Service Area	Placements Service
Job Title	Placement Officer
Grade	SO1
Conditions Of service	NJC
Responsible To	Placement Team Manager
Responsible For	None

Special Conditions this post is subject to a higher level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Job Purpose: To source, safely identify and match placements for specific Looked After Children with a particular focus on good practice in line with relevant regulations and to contribute to a service which ensures the provision of high quality, cost effective placements and resources for Looked After Children and young people in Leeds. The post holder may be required as part of their duties to work in locations throughout the city to effectively deliver their duties.

Responsibilities:

Act as a frontline gatekeeper in respect of requests for placements and other resources for children and families.

Co-ordinate all children's residential, foster care and leaving care placements by:

- receiving referrals for placements
- allocating placements using the approved governance procedure
- maintaining information on children that are currently requiring placements and those placed
- maintaining current information regarding available in house and external resources
- maintaining up to date records of approved providers and available placements

Understand and contribute to the commissioning and contracting processes for external provider organisations working closely with the contract officers within the placements team

Signpost appropriate responses to requests made, using the information provided by referrers and knowledge of available resources.

Contribute to the development of services for children by providing such information as is gathered and collated by the placement service.

Maintain systems for the effective use of residential and foster care placements for children.

Undertake detailed recording in line with departmental procedures

Allocate children's placements with a view to meeting the identified needs of each child through liaison and negotiation with social workers, carers, service providers and others as appropriate in each case.

Maintain effective up to date information systems relating to children being placed.

Contribute to meetings relating to the placements allocation of children and young people, where required.

Comply with and understand Leeds City Council child protection procedures and act as appropriate regarding matters of child safety, protection, and well-being.

Ensure that carers receive the appropriate referral information and paperwork regarding the needs, current care plan(s) and essential information of each child/young person.

Ensure all relevant parties are informed within the whole placement process, following agreed governance procedures.

Champion transparency, fair processes in commissioning and actively challenge poor standards.

Understand the National Minimum Standards and regulations regarding fostering and residential services and ensure they are maintained where all placements are made.

Maintain effective relationships with the directorate leadership team, staff at all levels within the service and across the Council, external agencies, partners, children, young people, families, and the general public.

Flexible and adaptable to change to assist other services as required commensurate to grade

Participate in appraisal, training, and development activities as necessary to ensure up to date knowledge and skills

To improve own practice through observation, evaluation, discussion with colleagues and development programmes.

To work collaboratively with colleagues, knowing when to seek help and advice.

Contribute to the overall ethos, work, and aims of the service by attending relevant meetings, training days/events as requested.

Be aware of and comply with Leeds City Council policies and procedures e.g., child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person

Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards, and equal opportunities of Leeds City Council.

Recognise and appropriately challenge any incidents of racism, bullying, harassment or victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

The Council has adopted a flexibility protocol and this role will be expected to work within these parameters.

The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post commensurate with the job evaluation outcome for this post.

Qualifications A good standard of education and relevant qualifications to social care and administration are desirable.

PERSONAL SPECIFICATION

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

Able to work flexibly across different work locations and areas as appropriate.

Good interpersonal and communication skills

Able to pass information accurately and concisely between service users, carers, colleagues, and other agencies

Able to work on own initiative

Able to manage own workload effectively and prioritise placement requests

Able to analyse problems and offer creative solutions within available resources and financial constraints

Able to be flexible in approach to out of hours working and ending tasks

Able to deal sensitively with conflict and challenge

Able to present reports and information in a professional and coherent manner

Able to manage constant and often conflicting demands

Able to build working relationships with colleagues and be able to work as part of a team

Able to communicate and engage effectively with a wide range of professionals and carers from different backgrounds in order to produce positive and appropriate outcomes

Able to use Information Technology and the ability to use electronic mail (e-mail) referral system

Good organisational and forward planning skills

Able to be objective and constructive when managing placement referrals

Negotiation and team working skills

Able to acquire skills and knowledge on an ongoing basis in relation to the post

Knowledge Required

Understanding of the role of social workers; foster carers; residential workers, residential services provision for children and relevant legislation

Understanding of the interface between Local Authority provision and the independent sectors

Awareness of the commissioning and contracting processes and financial implications when using external providers

Of relevant childcare legislation and theories (e.g., separation and loss, attachment disorders, bereavement, etc)

Understanding and awareness of the diversity of physical, emotional, health, cultural and social needs of children

Experience Required

Of working with children, carers and/or childcare professionals

Of working within a challenging environment with competing demands

Of workload management and ability to prioritise tasks

Behavioural & other Characteristics required

Committed to continuous improvement.

Ability to understand and observe Leeds City Council Equal Opportunities Policy.

To carry out all duties having regard to an employee's responsibility under Health & Safety Policies.

Willingness to actively participate in training and development activities to ensure up to date knowledge, skills, and continuous professional development

DESIRABLE REQUIREMENTS: It is desirable that the candidate should be able to demonstrate the following criteria for the post within the context of the specific role. Candidates are not required to meet all the Desirable requirements however these may be used to distinguish between acceptable candidates.

Method of Assessment will be through one or more of the following Application Form, Test, Interview, and Certificate

Skills Required

N/A

Knowledge Required

N/A

Experience Required

Of working within a social work or education setting

Of working within a customer services environment

Of working in a commissioning environment (Desirable)

Behavioural & other Characteristics required

N/A

Job Description Content Prepared / Reviewed by:

Name

Designation

Date

Confirmation of Job Evaluation Undertaken

JE Ref