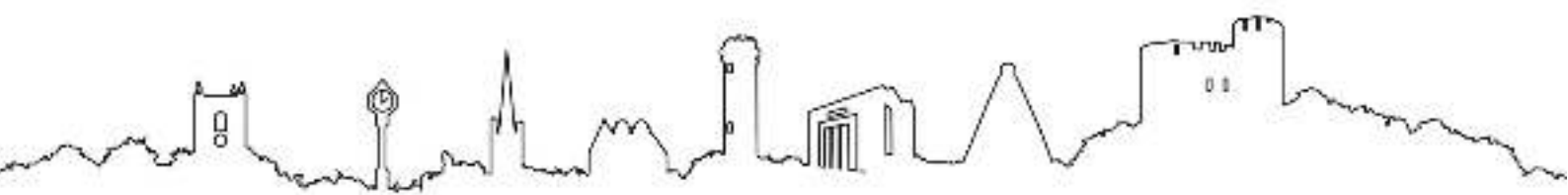
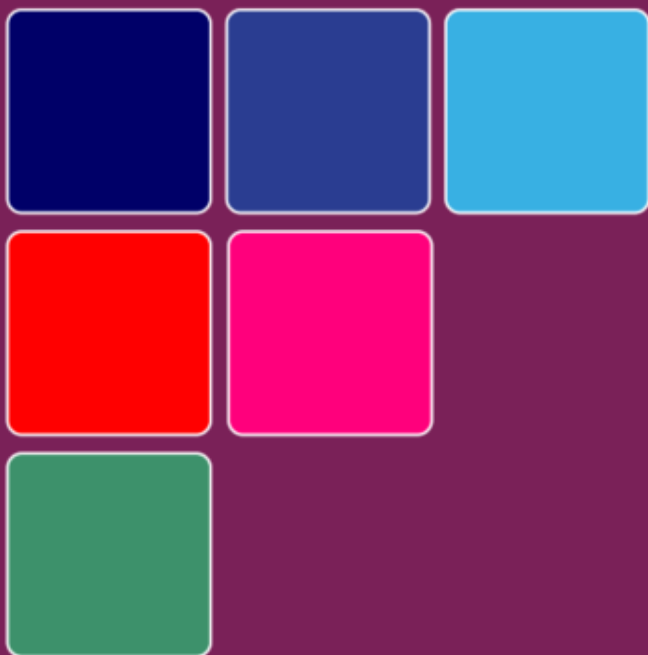


Placement Officer



DMBC Operating Model 2024 - Vision:

A community-focused, financially resilient, collaborative, and sustainable council delivering the services required to support and meet the essential needs of residents, businesses, and the local economy.

Case for Change July 2024

Our Values:

Our values describe what we stand for and how we operate, and we expect our values to be lived and role-modelled throughout our organisation.



...we will be one council, building an effective and dynamic organisation

Job Description

Job Title: Placement Officer
Grade/Salary: Grade 7
Reports to: Senior Placement Officer
Post Number: PS147

Role Purpose:

To search and find the best placement option to meet our children and young people's needs. To support the quality assurance and matching of placements support decision making for placements. To negotiate and broker internal and external placement options for Children in Care and Care Leavers ensuring best practice and best value principles apply.

You will work closely with other professionals, providers, agencies and young people to understand the requirements of the search and to identify a placement that meets the need of the child or young person.

You will be required to negotiate placement costs with independent fostering agencies, independent residential children's homes and supported accommodation providers among others. You will support the development and implementation of systems to track & assure the quality of the commissioned services in line with individual placements and across regional/sub-regional framework agreements.

Specific Responsibilities:

- To undertake placement sourcing activities in order to secure the best possible placement options for children in care and care leavers via Council led services and independent providers.
- To utilise and adhere to agreed systems and processes to source placements, make referrals and to exchange and store placement information.
- Close working with social work teams to identify and understand the child's needs to help support finding the best placement option for them
- Building relationships and rapport with internal and external providers of placements to help identify placement options to best meet our children's needs
- Being personable and being able to advocate for our children with providers to help identify placements that meet our children's needs

- To call-off on arrangements of a range of regional or sub-regional framework agreements for Children's Services (e.g. Independent Fostering Agencies (IFA), Independent Residential Care Homes & Supported Accommodation Providers) and spot purchase providers.
- To ensure that all call-off arrangements via regional and sub-regional frameworks are compliant with the terms and conditions of those frameworks and with the tendered prices.
- To support the Senior Placements Officer to complete Individual Placement Agreements (IPA) for all placement arrangements.
- To maintain effective working relationships with Council stakeholders and services and with Independent Care Providers in order to maximise co-production, placement referral responses and placement options.
- To support negotiation with Independent Care Providers on the placement specifics and the placement price in line with best practice principles and best value imperatives.
- To support the development of children's services brokerage systems and processes in line with strategic objectives and as advised by the Placement Service Co-ordinator.
- To identify professional development opportunities for self in line with Performance Review and Development Action Plans.
- To contribute to developing systems which ensure the continual monitoring of the quality of the service provision including outcomes based measures.
- To support in the quality assurance monitoring of service provision through the use of a variety of monitoring methodologies.
- To collect and collate referral and monitoring data in order to support the quality assurance process and inform strategic decision.
- To be alert to safeguarding issues and ensure that the appropriate senior officers are informed of concerns.
- To ensure that any contractual issues arising from placement brokerage, contracting and framework call-off arrangements are communicated to the Placement Service Co-ordinator and to support in the resolution of any disagreements between the Council and the provider that may arise.
- To be aware of potential areas for complaint, liaising with the Placement Service Co-ordinator and other relevant managers and Council stakeholders on matters arising through the complaints procedure.
- To support regular review and continuous improvement of brokerage processes, systems and documentation in line with best practice and as directed by the Placement Service Co-ordinator.
- To comply with the Council's Equal Opportunities Policy, ensuring that all service contracting reflects the cultural, racial and religious values of the whole of the community.
- To be part of the duty rota system for the Placements Team
- To promote and enforce the Council's Health and Safety Policy.

- To promote the security, confidentiality and accuracy of Children's services records and information systems with due regard to legislation, Council policy and procedures.
- To work at all times in accordance with the aims and objectives of Dudley Council.
- Undertake any other duties as required and as deemed necessary by the Placement Service Co-ordinator and as determined by the needs of the service including undertaking unsociable hours.

Key Responsibilities:

- To be accountable for and promote equality, diversity and community cohesion to meet Group, Department and Function objectives. All employees have a responsibility not only for their own behaviour, but also for others regarding equality of opportunity. Any incident must be reported.
- To participate in a Performance Review and Development meeting and undertake a plan of training where necessary. Develop his/her own skills and expertise in a professional manner.
- In addition to all the responsibilities listed above, all employees must be flexible in their approach and undertake other duties that are commensurate with post holder's level, wherever they may be, to achieve the objectives of the Group.
- To represent the Council and Group in a professional manner meeting the Corporate and Group aims. To comply with Group and Corporate policies.
- If appropriate to be responsible for the recruitment and performance management of designated teams and individuals in accordance with Corporate and Group aims and management style.
- To comply with the council's financial regulation and standing orders
- To actively promote Dudley's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults at a level appropriate to this group.
- Employees must comply with health and safety legislation and will be required to comply with the Council's Health and Safety Policies. All employees must ensure that they take reasonable care of their own health and safety as well as the health and safety of any person that is affected by their actions.
- To be responsible for adhering to legislative requirements and Council Policies and Procedures including, but not exclusively health & safety, Data Protection and Internet/Email use.

Special Conditions:

This post is subject to the DBS checking process *(delete if not applicable)*

Driving Licence will be subject to checking with the DVLA. It is a council requirement to have Business Use Car Insurance and a valid MOT certificate (For cars over 3 years old) *(delete if not applicable)*

The post holder is required to work onsite 3 days per week

Prepared by: Strategic Commissioning Manager

Date: March 2026

Person Specification

Essential criteria:

Qualifications and Experience		Application form	Technical assessment	Interview
1.	Detailed knowledge, understanding and experience of the issues and complexities of brokerage or commissioning for children's services			
2.	Be able to demonstrate proven experience in a placement and / or a brokerage role.			
3.	Experience of developing monitoring processes and referral systems which support commissioning and brokerage activities			
4.	Be able to demonstrate experience of working in children's services or a care environment			
5.	Must be able to demonstrate the ability to work within current legislation and statutory guidance for children's services, applying best practice principles relating to safeguarding			
6.	Knowledge and experience of developing, implementing and routinely collecting and collating performance and outcome-based data			
7.	GCSE grades 1-3 or equivalent in English and Mathematics.			
8.	Able to undertake successful negotiations with providers applying best value principles			
9.	Able to communicate clearly and effectively, verbally and in writing with all stakeholders			
10.	Experience of duty work and working to deadlines.			
11.	Strong organisational skills and an ability to prioritise conflicting demands working within tight timescales			
12.	Able to develop effective working relationships and work in partnership with a range professionals and agencies.			
13.	Able to challenge others appropriately			
14.	Able to respond flexibly to meet the requirements of the service including undertaking unsociable hours as determined by the needs of the service			

15.	Able to effectively use a wide range of office technology and software packages including Word, Excel, Access and Outlook			
16.	Able to develop, implement and maintain accurate electronic and manual record keeping systems and processes			
17.	Able to provide clear, concise, accurate and reliable management information, reports and analysis			
Skills and abilities				
18.	Proven commitment to public service and the ability to champion equality, diversity and inclusion and embedding these as core values			
19.	Commitment to Dudley MBCs values and behaviours framework			
20.	Works flexibly with local and wider team and in partnership with other professional agencies to achieve overall team goals and positive outcomes for children and young people.			