**Job Description**

**Placements Manager**

**Role Profile** Manager - BCP Band K

**Service/Team** Quality and Commissioning

**Reports to** Senior Children’s Commissioner – Statutory Services

**Responsible for** Placements and Contact Teams

**Number of posts** 5

**Post number** 9111

**Career Grade** N/A

**Job Overview**

**My job improves the quality of life for the children, young people and families of Bournemouth, Christchurch and Poole by** ensuring the Council secures the right placements for Children in Care at the time they are needed to ensure they can flourish and reach their potential.

1. **To manage the service delivery of the placements team through placement sourcing and management for Children in Care.**
2. **To manage the service delivery of contact packages for Children in Care.**
3. **To contribute to the commissioning of services for children’s social care ensuring sufficient services are available throughout the child’s journey.**
4. **Achieve placement efficiencies within children’s services.**

**Key Responsibilities**

1. To manage and challenge Social Work practice by diverting children from care, identifying placement drift and ensuring outcomes are achievable and subsequently met for all services purchased.
2. To lead and manage on multi-agency placement planning for Children in Care.
3. To be innovative and creative in ensuring all arrangements managed identify efficiencies and savings and are commissioned in line with best value practice.
4. To ensure all practices within the scope of placements comply with government and legislative requirements with regards to Children Social Care.
5. To be the source of expertise; to keep up to date with legislation, guidance and social care developments to train and advise team members, referrers and managers to make informed decisions and to identify and raise awareness in regard to implications to service delivery and to ensure that service delivery complies with statutory requirements.
6. Manage the collation and presentation of robust information for Senior Management reports by examination and identification of trends and to support and evidence management commissioning decisions.

1. To lead on projects and their progress, ensuring implementation and reporting of outcomes on a range of specialist services.
2. To undertake other comparable or lesser duties as required by the Team Manager or Service Manager, on behalf of Children's Services.
3. To manage Providers offering services to Children in Care.
4. To develop, implement, produce and update policies, procedures and guidelines in relation to placement sourcing, commissioning and the multi-agency service delivery and project related work for Children’s Social Care, Quality and Commissioning and Inclusion and Family Services.
5. Manage a specialist team with the same or similar area of work.
6. Manage the continual professional development of the team to achieve service aims and ensure statutory and best practice outcomes are achieved.
7. Understand the importance of diverse talent during recruitment and development practices.
8. Understand and address performance issues promptly, providing continuous feedback.

**Specific Qualifications and Experience**

* Relevant degree (or equivalent experience)
* Management qualification (or equivalent experience)
* Relevant professional qualification (or equivalent experience) with clearly evidenced continuous professional development
* Authoritative knowledge of the work practices, processes and procedures (including legal and regulatory requirements and the risks of non-compliance) relevant to the service, including broader commercial awareness
* Analyse data and interpret customer information to produce reports that will inform service design
* Presentation of own or team work in a focussed and engaging way
* Complaint handling skills with the ability to respond to escalated customer issues

 **Personal Qualities & Attributes**

* Use effective interpersonal skills to develop solutions to complex or contentious problems where there are a range of options and the information is unclear or conflicting
* Contribute to shaping the strategic direction of own area by recommending and implementing change using information and data from customers
* Ability to work as part of a team
* Ability to use own initiative but to be able to recognise when appropriate to refer to matters to manager
* Highly developed analytical skills and numerical accuracy

 **Job Requirements**

* Must be able to travel, using public or other forms of transport where they are viable, or by holding a valid UK driving licence with access to own or pool car.