



Job Description

Children's Placements Officer

Job Details	
Grade	4
Job Evaluation Number	TBC
Number of Posts	1
Department	Placements
Reporting to	Senior Placement Officer

Who Are We?

We are Birmingham Children's Trust.

'Working Together to make Birmingham the greatest city to grow up in.'

The sole purpose of Birmingham Children's Trust is to make a positive difference for children, young people and families in the city, by driving up the quality of practice and partnerships across the city and its services.

Every employee from Family Support and Social Workers to Finance and Legal, work together to make a positive difference to children, young people and families. We are one team, and each have an important role to play in achieving the Trusts objectives.

Birmingham Children's Trust Leadership team comprises of six Executive Directors who are responsible for leading and managing the Trust to be an autonomous and high performing organisation.

Our Vision:

Our vision is to build a Trust that provides excellent social work and family support for and with the city's most vulnerable children, young people and families.

We will do this:

- with compassion and with care.
- through positive relationships, building on strengths.
- in collaboration with children, young people, families and partners.
- by listening, involving and including.
- in ways that are efficient and deliver value for money.

Success will mean significant progress towards these outcomes:



- healthy, happy, resilient children living in families.
- families able to make positive changes.
- children able to attend, learn and achieve at school.
- young people ready for and contributing to adult life.
- children and young people safe from harm.

Our Values:

ONE TEAM

ACCOUNTABILITY AND RESPONSIBILITY

QUALITY AND INNOVATION

RELATIONSHIPS

HIGH SUPPORT HIGH CHALLENGE

Key Responsibilities

To be an active and effective team member of the placements finding service working in partnership with other professionals / agencies, providing professional information and advice and co-ordinating the provision of suitably matched placements and/or services that will achieve the most positive outcomes and which best meet the needs of children and young people.

To ensure the effective use of all delegated resources by working within a Best Value framework undertaking the tasks of identification, matching, negotiation and arrangement of the most appropriate placements and/or services that will achieve the most positive outcomes for children, young people and their families

- To work as a member of a team contributing to the key objectives and all aspects of the work of the Placements Finding Service.

- To deliver professional advice to referrers in order to assist in the identification of placements and/ or services that will produce positive outcomes and meet the child's needs presented by the referrer. This advice will be consistent with the requirements of relevant child care legislation and the policies and procedures of the Children's Trust.

- To undertake all work as a Placements Officer in a manner that is compliant with the relevant Professional Codes of Conduct, legislative requirements and in accordance with best practice, promoting anti-discriminatory practice and non-aggressive and non-abusive behaviour.

- To understand the nature and need for confidentiality as it applies to the service, maintaining confidentiality in respect of commercially sensitive information and observing personal confidentiality within the requirements of General Data Protection Regulations.

- To participate in the decision making/debate processes regarding the need for appropriate placement/service provision and the relevant issues involved.



- To represent the Placements Finding Service and Trust through attendance at designated meetings, reviews, individual and service planning meetings and other meetings as necessary.
- To liaise with relevant agencies as appropriate, communicating effectively and adopting a 'joined-up' approach to assist in ensuring the effectiveness of the placements service, actively participating in and promoting/encouraging positive partnership working with service users and other teams, agencies and organisations at all times.
- To plan responses to presenting needs and circumstances in partnership with children/young people, parents, carers and other agencies and professionals in order to identify and negotiate appropriate internal or external short term, emergency fostering or residential placements (including Secure Accommodation) or other services - ensuring the best match of children and young people with any proposed placement/service.
- To ensure that proposed placements/services take into account issues in respect of health, educational need, gender, ability, religion, ethnic origin, culture and linguistic background.
- To prepare and present required reports for managers and elected members and to present reports to appropriate meetings, including court reports.
- To maintain timely recording and case planning in relation to case responsibilities to high and rigorous standards using electronic databases and client recording systems where available; similarly, to ensure that all Management Information systems are inputted accurately and kept up to date.
- To be familiar with the current legislation and regulations regarding children and young people and to be knowledgeable of and work within the appropriate Trust policies and procedures.
- To develop a knowledge and awareness of a range of services/provision that is available to meet the needs of children, young people and their families.
- To visit service providers as directed in order to examine the services they provide and to share information gathered with colleagues in the placements and commissioning service as well as other staff or referrers to the service where appropriate.
- To participate in the regular collection, collation and reporting of appropriate information which meets the needs of the Trust and its service users.
- To work in collaboration with colleagues in Strategy and Commissioning in order to contribute to the development of new services, policies and practices within current legislative frameworks and national standards and to ensure that the placements service maximises the ways in which its work can assist and support the commissioning function.
- To participate in staff training, developmental activities and regular supervision appropriate to the aims and objectives of the team.
- To directly contribute to the completion of an annual appraisal process and to actively participate



in the identified recommendations, training or activities contained within.
<ul style="list-style-type: none"> To actively support the work of the Senior Children's Placements Worker by undertaking any other duties commensurate with the post or the needs of the service as necessary, or as requested.
<ul style="list-style-type: none"> To undertake any relevant tasks and roles that are required in order to achieve the Job Purpose and which reasonably fall within the purview of this post.

Key Information	
Is a Safeguarding Check needed?	<ul style="list-style-type: none"> Enhanced - Children
Will this position have Line Manager Responsibility?	<ul style="list-style-type: none"> No

Person Specification

Essential Criteria		
Method of Assessment (M.O.A): AF = Application Form; E = Work Based Exercise; I = Interview; P = Presentation; Q = Qualifications		
CRITERIA	Method of Assessment (M.O.A)	ESSENTIAL
Qualifications	AF/Q	GCSE grades 1-3 or equivalent in English and Mathematics.
Qualifications	AF/Q	OCF /NVQ Level 3 (e.g. Caring for Children & Young People) or recognised equivalent qualification
Training	I	Willingness to participate in appropriate training relevant to the post.
Training	I	Willingness to accept responsibility for own professional development.
Training	AF/I	Evidence of undertaking training or developmental opportunities on own initiative and contribution of own time or resources in this activity



Experience	AF/I	Experience of working in the social work field, fostering, residential or other social care settings with children and families.
Experience	AF/I	Experience of duty work and working to deadlines.
Experience	AF/I	Experience of working in a customer service environment.
Experience	AF/I	Experience of using Information Technology such as e-mail, word processing, spreadsheets and client databases.
Skills	AF/I	Effective communication skills both verbally and in writing.
Skills	I	Ability to work under own initiative and as a member of a team
Skills	AF/I	Ability to understand and follow procedures.
Skills	I/E	Ability to provide accurate computerised and/or written reports.
Skills	I/E	Ability to maintain accurate paper and electronic record systems.
Skills	I/E	Ability to understand and use electronic databases, including the interrogation and updating of client databases.
Skills	I/E	Ability to work with and maintain administrative systems.
Skills	AF/I/E	Ability to collate and assess presented information and identify relevant service responses.
Skills	I	Ability to prioritise and balance risk.
Skills	AF/I	Ability to work to tight



		deadlines.
Skills	I	Ability to manage anxiety and conflict in self and others.
Skills	AF/I/E	Knowledge and awareness of child development.
Skills	AF/I/E	Knowledge and awareness of different care options and their specific contribution to the achievement of ECM outcomes and meeting the needs of children.
Skills	I/E	Ability to match available options or care resources to assessed needs within a Best Value framework.
Skills	I	Effective negotiation skills.
Skills	AF/I/E	Knowledge and understanding of relevant Child Care and other legislation relevant to the tasks of the Placements Service.
Skills	AF/I	Awareness of confidentiality and able to work within the guidelines of relevant Data Protection Act legislation.
Skills	I	Able to adapt to change and to be flexible in approach and willing to seek out and try innovative solutions to problems.
Skills	AF/E	Knowledge of the 'Contracting for Children's Placements' procedure and process.
Skills	I	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016
Other	AF/I	Understanding of and commitment to Birmingham

		Children's Trust Equal Opportunities Policy
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At Birmingham Children's Trust, we are dedicated to safeguarding and promoting the welfare of children and young people. We expect our staff to create an environment and culture that promotes equality, diversity, and inclusion and advocate for anti-discriminatory practices and behaviours.

