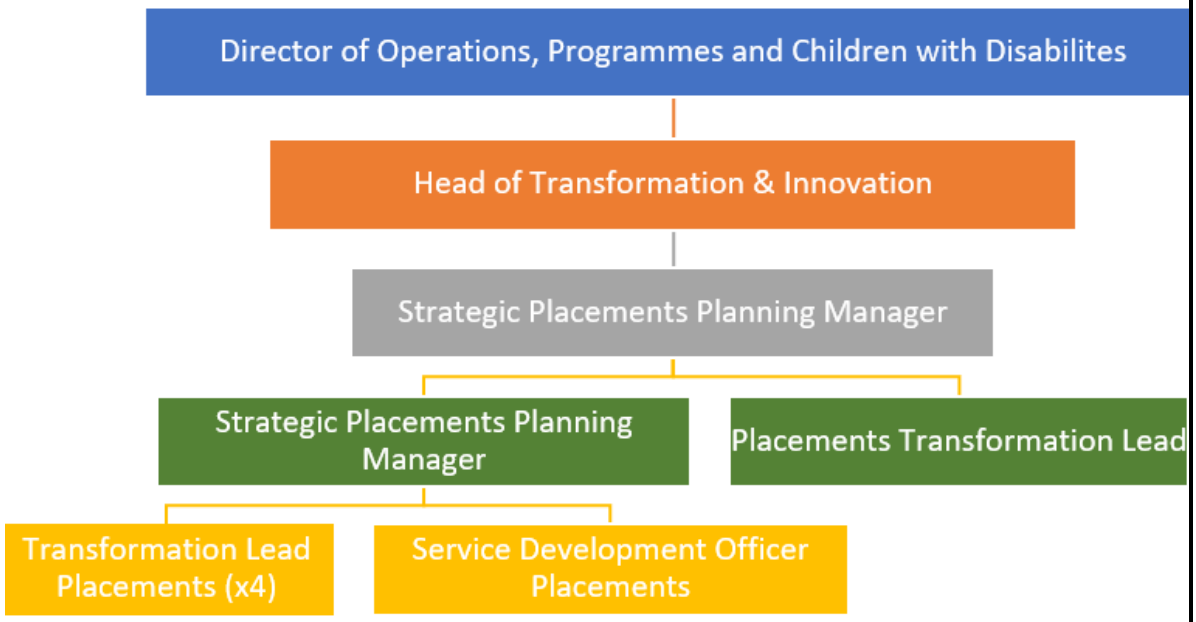
JOB DESCRIPTION

Job Title	Placements Transformation Lead
Directorate	Children's Services
Service	Operations and Programmes Directorate
Grade	G

Employees directly supervised *(if applicable)*:	N/A

Family Tree *(job titles only, no employee names)*



1. JOB PURPOSE:

- Work in a small team serving 2 councils sourcing private and voluntary placements for children & young people age 0 – 25, in a range of settings including foster care, residential children's homes, residential family assessment unit, and Semi-Independent living accommodation.

- To manage the placement finding, matching and contracting process to support locality teams to make and maintain stable and cost-effective placements, which meet the assessed needs of looked after children (LAC).
- To assist the team and managers to manage the children's placement budget and meet performance targets relating to the placement of LAC, utilising management information as required.
- Undertake quality assurance of placement provisions and ensuring value for money.
- The role takes responsibility for engaging with services to ensure effective delivery of specific projects. The role delivers solutions that reflect local needs and drivers. It takes responsibility for financial management within teams and projects, including savings delivery, and ensures value for money and the efficient use of resources.
- Embed strong project management principles and practice, ensuring that key milestones are met, risks identified, and the project delivers the service outcomes and savings identified.
- Interface and coordinate activity across key stakeholders including commissioners, service providers, procurement, legal and finance teams to maximise consensus and manage change effectively; this includes working collaboratively with professional network for looked after children including social workers, SEN, NHS staff as well as close working with the private sector to effectively manage the market and ensure future needs are met.
- Ensure all work has the required standard of quality assurance and governance and risk management.

2. DESCRIPTION OF DUTIES:

- Receive all requests for new or changes of placement for looked after children in order to provide advice and ensure appropriate placement finding processes are followed.
- Maintain an overview of children's placements, advising managers on trends and implications, in particularly regarding placement stability and high cost or long-term external placements.
- Work alongside and support social workers seeking placements, matching and placing children and reviewing and monitoring outcomes.
- Work closely with the department's fostering service to maximise the opportunities to place children with in-house resources.

- Develop and maintain contract arrangements with Private and Voluntary Children's Homes and Independent Fostering Agencies through the Commissioning Alliance framework agreements and spot purchase arrangements.
- Act alongside, or on behalf of social workers, in negotiating the price and contractual arrangements for purchased placements.
- Assist social workers to monitor outcomes and contract compliance and take up any issues of non-compliance with service providers.
- Maintain a database of information on placements and give information to, and receive information from, workers across Children's Services and other local authorities.
- Assist in identifying gaps in placement provision and contribute to the commissioning strategy for LAC & care leavers.
- Work within the equalities policy and ensure that the diverse needs of LAC are given due weight in placement recommendations / decisions.
- Develop and maintain competence in the use of IT and appropriate systems.
- Lead, and take responsibility for, effective management of the interface between our strategies, ambition and delivery.
- Safeguard the reputation of the council and use professional expertise to identify and mitigate risk.
- Contribute to the delivery of high-quality transformation projects, providing ownership, leadership and expertise across project cycles to ensure high quality services, desired outcomes and improved efficiencies.
- Embed strong project management principles and practice, ensuring that key milestones are met, risks identified, and the project delivers the service outcomes and savings identified.
- Develop strong working relationships to drive efficient delivery of service transformation and improvement programmes.
- Use knowledge of service delivery to inform and steer service delivery strategies, supporting the work of Strategic Transformation Leads.
- Promote, integrated and forward-looking approaches to service delivery through proactive horizon scanning, challenge and innovation.
- Ensure that partners, stakeholders and service users are effectively engaged and involved in service improvement and transformation activity.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Placements Transformation Lead

Conditions to Note:

Candidates:
When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:
The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours
The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	**Equal Opportunities** Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	**Qualifications** • Qualified social worker registered with Social Work England • Knowledge of Children's Services either within a local authority setting or the private and voluntary sector • Extensive knowledge of the Children's placements market
C	**Skills; Experience and Attitude** **Essential:** • Recent experience, ideally within a local authority, commissioning a range of placements for looked after children & care leavers (ages 0-25). • Proven experience of managing a placement duty function on a day-to-day basis. • Pursues creative and new ideas to provide solutions to complex problems i.e. able to commission emergency placements for children with challenging behaviours. • In depth knowledge of childcare placement market and can show evidence of influencing key stakeholders externally and internally • Delivers excellent service to colleagues and clients and ability to promote best value. • Applies judgement in managing risk, supporting their senior leadership to deliver on commitments to savings. • Able to quality assure placement and ensure compliance with relevant statutory regulations. • Evidenced excellent influencing and negotiation skills to drive and manage change and deliver strategic priorities.

	• Evidenced innovative and imaginative approach and the ability to identify new and credible options for service development. • Excellent interpersonal skills with the ability to establish positive working relationships with staff at all levels, corporate colleagues, external organisations etc to generate confidence, trust and respect. • Evidenced constructive participant in a variety of meeting environments with the experience, skills and gravitas to be deputy to project groups and ensure success where applicable. • Experience working collaboratively with partner organisations to maximise opportunities. • Good IT and interpersonal skills and a confident communicator • Ability to relate to different people in a variety of contexts. • Ability to work with different views and competing pressures. • Ability to be calm under pressure, manage competing and conflicting work priorities, and commission the highest quality placements for our looked after children. • Experience of using data and management information to identify priorities, track progress and support the delivery of agreed service outcomes, savings and efficiencies.

	Our Values & Behaviours
D	**PUTTING COMMUNITIES FIRST** • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. • I actively support the council during significant emergency responses, always prioritising the needs of our residents. This may involve my participation in emergency efforts and, in exceptional circumstances, being redeployed to assist wherever I'm most needed. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	**RESPECT** • We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that:

	• I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	**INTEGRITY** • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	**WORKING TOGETHER** • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.