

Role Profile

Part A - Grade & Structure Information

Job Family Code	8PCS	Role Title	Resource Officer (Including Fostering Duty)
Grade	PS8	Reports to (role title)	Team Manager - Resource Allocation
		Directorate	Children, Families, Learning and Communities
JE Band	269-313	Service	Commissioning
		Team	Gateway to Resources
		Date Role Profile was created	19/02/2019

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Council reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Maintain a resource allocation service which ensures the provision of high quality, cost effective placements and support packages for vulnerable children and young people, through close liaison with front line staff, senior managers and external providers. Placements and support packages need to meet the holistic needs of the children across education, health and social care. Source and commission placements and support packages for vulnerable children and young people, and manage and organise a caseload consisting of children requiring short notice and planned residential placements/support packages with external providers. Maintain service database systems of placements/support packages and providers and draw on knowledge of providers to support the sourcing and commissioning of effective support. Identify suitable placement/support package options for presentation at Area Placement Panels to inform decision making in placement allocation. Provide specialist advice and guidance to Area Placement Panel members, which includes Qualified Social Workers, Area and Team Managers as well as other professionals, on all aspects of placements finding both internally and externally; ensuring that all staff are aware of written policies and procedures for making a placement. Liaise with procurement to identify potential new providers and lead financial negotiations taking into account the department's policies, priorities and the principles of Best Value. Work with parents and carers, bringing together various agencies and implementing the statutory duties and responsibilities as set out in the Children Act (1989), Children and Adoption Act (2002) and Children Act 2004.
Work Context	The Commissioning division works with a range of professionals and disciplines to secure delivery of better outcomes for children and families and best value for money. Commissioning teams are organised around the needs of particular populations of children and young people with clear accountability for delivering specified outcomes within agreed budget envelopes. The division works closely and collaboratively with partners, such as the NHS, and other services, particularly operational teams, to shared objectives. In addition it adheres to guidelines and professional standards set by the strategic commissioning hub. It aims to genuinely co-produce support with children and families in a way that goes well beyond consultation with established user groups and involves developing a deep and thorough understanding of needs and aspirations of children, young people and families. This post is situated in the Gateway to Resources team that has been created to broker and quality assure all purchased resource to ensure that support offered through Education and Social Care is child focused and efficient, which is vital to both improving outcomes and reducing costs.

Line management responsibility if applicable	N/A
Budget responsibility if applicable	Indirect influence
Representative Accountabilities Typical accountabilities in roles at this level in this job family	Risk Management • Identify opportunities and risks associated with the service and escalate / report to management. • Assess and manage risk associated with assigned cases/service delivery. Service Development • Contribute to the regular monitoring and review of services established to facilitate service improvement. • Provide specialist/professional advice and recommendations within defined policy and procedures to support informed decision making. Planning & Organising • Undertake care planning and manage complex cases and / or take a lead on development and project work, assisting in development and improvement of services and practice in own area. Finance/Resource Management • Make recommendations for the provision of services in line with the budget determined according to assessment of needs, and advises less experienced staff on budget and costs of services. Work with others • Liaise, communicate and build relationships with other internal departments, partner organisations, agencies and/or contractors on operational issues to share knowledge or best practice and deliver service in partnership. • Work in partnership with service users, their families/carers. People Management • Allocate work and monitor the standard of team performance and ensure resolution of any issues, and / or may take on a coordinating and supervisory role with more junior staff as directed by their manager. Duties for all Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Advanced vocational qualification at level 4 or considerable on the job experience. • For some roles a relevant degree may be required. • Practical knowledge of relevant legislation, processes and procedures and issues relating to the service user group with ability to apply this in challenging situations. Working knowledge of practice standards where appropriate. • Able to assess, plan and review cases; undertake challenging casework, where appropriate shadowing more experienced social workers/practitioners. • Numerate and able to advise on effective use of budgets and resources. • Competent in a range of IT tools including MS Office and database management systems. • Effective written and oral communication and interpersonal skills with good negotiation and influencing skills, and the ability to maintain effective working relationships at all levels. • Creative problem solving skills and the ability to identify service improvement initiatives. • Able to promote effective team working, and use supervision to improve personal performance and practice of junior staff. • Satisfactory DBS clearance might be required.

Details of the specific qualifications and/or experience if required for the role in line with the above description	Knowledge of childcare legislation and best practice in relation to children's placements/support packages and related to safeguarding issues Knowledge of the needs of vulnerable children and young people, including Looked After Children, and how these are best supported and matched by commissioned services. Knowledge of equal opportunities and anti-discriminatory practice policies and procedures relating to Looked After and vulnerable children. Ability to match children with suitable carers and placements, and to assess and monitor placements for vulnerable children. Ability to manage and organise workload, and to maintain effective recording and information systems. Ability to negotiate appropriate levels of service provision to ensure resource is the right one for that child's needs, for the right duration at the right price. Sound negotiation and commercial skills, with skills to challenge social care practices and providers, to provide the best service for children and young people. Ability to operate effectively within multi-agency and inter-professional settings. Enhanced DBS check. Willingness and ability to travel around county.
Role Summary	Roles at this level manage and organise effective provision of services through specific projects, specialist advice, guidance and assessment, or day-to-day coordination of front line delivery of a specific service. They require the ability to influence and practically apply knowledge on the basis of technical knowhow, facts and evidence. They work collaboratively with a network of internal and external colleagues. Role holders need to be able to work independently whilst working under the supervision of more experienced staff.
Reference Number	BM-2019-336