

# Role Profile

## Part A - Grade & Structure Information

<b>Job Family Code</b>	11SW	<b>Role Title</b>	Joint Funding Officer
<b>Grade</b>	PS11SC	<b>Reports to (role title)</b>	Strategic Partnerships Manager
<b>JE Band</b>	439-518	<b>Directorate / School</b>	CFL
<b>Date Role Profile was created</b>	May-26	<b>Service / Department</b>	Commissioning for Transformation
<b>Agile</b>	Information	<u>DBS Requirement</u>	Standard

## 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.

<b>Role Purpose</b> including key outputs	<p>To lead and coordinate the strategic oversight and governance of joint funding arrangements for children with complex needs, ensuring statutory responsibilities between Surrey County Council and health partners are delivered through robust funding frameworks, effective partnership working and sound financial governance.</p> <p>The role provides specialist expertise and authoritative guidance on complex joint funding matters, influencing policy, practice and service development to improve consistency, compliance, financial sustainability and outcomes for children and families. Key outputs include oversight of funding processes and disputes, development of partnership arrangements, accurate financial monitoring and recovery, and assurance regarding value for money and continuity of care.</p>
<b>Work Context</b>	<p>This role operates within Children's Services in a complex multi-agency and politically sensitive environment, working across social care, SEND, commissioning, finance and health partners including the Integrated Care Board (ICB). The postholder has oversight of the joint funding function for children with complex care arrangements, ensuring consistent application of statutory guidance, local policy and funding frameworks across services.</p> <p>The role acts as the organisational lead on complex joint funding matters, providing expert advice, challenge and support to operational teams, senior managers and partners where there are disputes, ambiguity or significant financial implications. The postholder is responsible for identifying themes, risks and service pressures, contributing to the development of policy, processes and partnership agreements to strengthen governance, improve practice and reduce financial risk to the authority.</p> <p>The role requires a high level of professional judgement, negotiation and influencing skills, balancing differing organisational priorities while maintaining effective working relationships and ensuring that funding decisions support the continuity of appropriate care provision for children and young people.</p>
<b>Line management responsibility</b> if applicable	No direct line management responsibility
<b>Budget responsibility</b> if applicable	<p>Responsible for oversight and governance of a significant portfolio of jointly funded care arrangements, ensuring appropriate financial contributions are agreed, secured and monitored in line with statutory duties and local agreements.</p> <p>Leads on complex financial reconciliation, dispute resolution, invoicing and debt recovery activity relating to health contributions, identifying financial risks, trends and areas of non-compliance and escalating these appropriately.</p> <p>Provides specialist financial analysis, reporting and forecasts to support senior management decision-making, budget planning, commissioning activity and service development, contributing to improved financial sustainability and value for money across the joint funding function.</p>

<p><b>Representative Accountabilities</b> Typical accountabilities in roles at this level in this job family</p>	<p><b>Casework Management</b></p> <ul style="list-style-type: none"> <li>• Provide leadership and professional support to colleagues and other professionals in situations of high complexity.</li> <li>• Apply extensive knowledge of practice, theory and legislation to enhance practice, procedures and policies, promote innovation, and introduce new ways of working from recognised sites of excellence.</li> <li>• Make use of sophisticated, critical reasoning and both model and facilitate reflective and evidence-informed practice.</li> </ul> <p><b>Assessment and Review</b></p> <ul style="list-style-type: none"> <li>• Support and encourage professional decision-making in others, to enable assessment procedures to be used discerningly in response to the presenting needs.</li> <li>• Maintain and provide expertise in specialist assessment and intervention and support others to develop these skills.</li> <li>• Model the effective assessment and management of risk in complex situations, across a range of situations, including positive risk taking situations.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Provide professional leadership on safeguarding issues in collaboration with other senior members of the team.</li> <li>• Provide support to resolve concerns about practice.</li> </ul> <p><b>People Management</b></p> <ul style="list-style-type: none"> <li>• Manage a defined team or area providing clear organisation, direction and development.</li> <li>• Provide professional support, advice and/or supervision.</li> <li>• Monitor and support the performance management and development of team members using a coaching approach, to support individual development and ensure that individual contributions are maximised.</li> <li>• Manage complaints where required, and verify assessments and authorise when appropriate.</li> </ul> <p><b>Work with others</b></p> <ul style="list-style-type: none"> <li>• Promote positive working relationships in and across teams and with partners in statutory, voluntary and third sector organisations, using strategies for collaboration and arbitration.</li> <li>• Contribute to and provide professional leadership of organisational change and development and address performance management issues that arise.</li> <li>• Ensure that all staff in the team are adhering to the requirements of data quality legislation.</li> </ul> <p><b>Finance/Resource Management</b></p> <ul style="list-style-type: none"> <li>• When required, monitor, analyse and manage delegated budgets, funding and resources in accordance with council policies and procedures, or have indirect influence on wider service budget.</li> </ul> <p><b>Duties For All</b></p> <p>Values: To uphold the values and behaviours of the organisation.</p> <p>Equality &amp; Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.</p> <p>Health, safety and welfare: Responsible for ensuring health &amp; safety policies, procedures and legislation are fully implemented, communicated and managed including making sure that health and safety responsibilities are fully understood and carried out by employees within their service area.</p>
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<b>Education, Knowledge, Skills &amp; Abilities, Experience and Personal Characteristics</b>	<ul style="list-style-type: none"> <li>• Relevant professional qualification and registration where required.</li> <li>• Extensive, sophisticated and up to date working knowledge of relevant national and local policy, statutory guidance and legislation in relation to the provision of Health and Social Care services.</li> <li>• Ability to promote positive working relationships in and across teams, using strategies for collaboration and arbitration.</li> <li>• Ability to contribute to and provide professional leadership of organisational change and development and address performance management issues that arise.</li> <li>• Ability to communicate effectively in highly charged, complex or challenging situations to a wide range of audiences for different purposes and at different levels, including public speaking.</li> <li>• Ability to model and promote a culture of clear communication, supporting the development of effective communication skills in others.</li> <li>• Ability to influence organisational development pro-actively using feedback from your area of responsibility</li> <li>• Ability to gather information to inform judgement for interventions in more complex situations and in response to challenge.</li> <li>• Ability to routinely explain professional reasoning, judgements and decisions made and record these in a clear concise way.</li> <li>• Ability to use knowledge to make complex judgements in uncertain and ambiguous situations, supporting others to do the same.</li> <li>• Excellent partnership working skills with an ability to communicate and collaborate effectively with partners in statutory, voluntary and third sector organisations.</li> <li>• Competent in the use of basic IT skills.</li> <li>• Demonstrable experience in successful recruiting, performance managing, coaching and developing staff.</li> <li>• Good problem solving and analytical skills with the capacity to devise and implement innovative solutions.</li> </ul>
<b>Details of the specific qualifications and/or experience if required for the role in line with the above description</b>	<p>Significant experience within Children's Social Care, SEND, commissioning, finance or health partnership environments, with extensive knowledge of joint funding arrangements and statutory frameworks including Continuing Care.</p> <p>Demonstrable experience of leading or overseeing complex funding processes, financial governance, reconciliation, budget monitoring and debt recovery activity across organisational boundaries.</p> <p>Proven ability to provide expert advice and guidance to professionals, managers and partners on complex funding, policy and procedural matters.</p> <p>Experience of contributing to service improvement, policy development and implementation of new ways of working to strengthen governance, consistency and partnership arrangements.</p> <p>Strong analytical, negotiation and influencing skills, with the ability to resolve highly complex funding disputes and challenge appropriately at senior level.</p> <p>Satisfactory DBS clearance is required together with willingness and ability to travel across the county as required.</p>
<b>Role Summary</b>	<p>Roles at this level assist with leading, motivating and managing a team ensuring the service provided is consistent, effective and delivers positive outcomes for individuals, their carers and families. They contribute to and support the development of practice, procedures and policy and specifically the professional development of the team.</p> <p>They are accountable for the provision of effective professional practice within the team, the provision of effective, reflective professional supervision, as well as line management and appraisal.</p> <p>These roles provide expert guidance in situations of complexity, where there is conflict or resistance and enable others in the team to manage complex and challenging situations. They deputise for the team manager when required (where appropriate).</p>
<b>Reference Number</b>	<p style="text-align: center;">BM-2026-226</p>