

Kent County Council

Job Description: *Total Placement Service Placement Officer*

Directorate:	Strategic and Corporate Services
Unit/Section:	Strategic Commissioning
Grade:	KR7
Responsible to:	Total Placement Service - Service Manager

Purpose of the Job:

Take responsibility for the sourcing and provision of placements, short break packages and expert assessments. Identify, broker and liaise with providers to secure appropriate resources. Provide a comprehensive, coordinated and efficient service to ensure the timely and appropriate provision of the identified resource contributing to the effective and efficient running of the Total Placement Service.

Main duties and responsibilities:

- Broker a range of services to internal and external customers which includes placements for children, short breaks – including overnight breaks for disabled children and the provision of expert assessment for legal process. This will be achieved through timely management of referrals, including quality assurance of referrals to secure the relevant resource at best value.
- Responsible for participating in the resolution of complex issues in relation to identifying specialist provision, managing liaison between key stakeholders to provide the best and least disruptive service for children and young people. Escalating more complex cases when appropriate.
- Apply expert knowledge and experience to support stakeholders in understanding the resource that is required, being able to identify how resources will meet identified needs and securing the provision. Provide a high standard service in the identification and procurement of external placement and resources.
- Ensure the acquisition of knowledge that relates to relevant legislation, statutory guidance, KCC and team policy and practice standards to ensure high standards of practice. Provide competent advice relating to the specialist nature of the work.
- Use both ICS, Finance IT systems, commissioning frameworks proficiently to effectively record, procure and contract provision and support stakeholders. Facilitate and support and increased understanding and use of existing practices and processes within the Total Placement Service, its functionality, and achievements.

- Develop and maintain constructive relationships and work collaboratively with partners (internal and external) and across agencies to inform and devise approaches to planning and development and improve use of resources within a quality and performance culture.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Total Placement Service Placement Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Good basic education and competency in numeracy and literacy.
EXPERIENCE	Experience of the public, private or voluntary sectors. Experience of a customer or service user facing environment.
SKILLS AND ABILITIES	Good negotiation skills and high level of interpersonal and communication skills at all levels. Excellent administration skills Ability to meet strict deadlines Ability to plan and prioritise effectively ICT literate with accurate record keeping skills
KNOWLEDGE	Good understanding of Strategic Commissioning Service, Childrens Young People & Education and Kent County Council structure and key partner agencies. Awareness of Data Protection, GDPR and confidentiality issues Awareness of and responsiveness to political issues Basic knowledge of financial regulations and contracting procedures. An appreciation of the issues affecting the needs of children and families across the care continuum.
BEHAVIOURS AND KENT VALUES	Kent Values: <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make