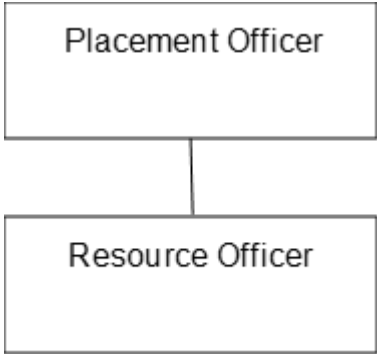


Job Description

Department:	People and Communities
Division/Section:	Children's Commissioning
Job Title:	ART Resource Officer
Post No:	
Grade:	8
Reports to:	ART Placement Officer
Organisation Chart: Show immediate manager and any jobs reporting to this post.	 <pre> graph TD PO[Placement Officer] --> RO[Resource Officer] </pre>
DBS Check applicable?	Basic <input type="checkbox"/> Standard <input type="checkbox"/> Enhanced X None <input type="checkbox"/>
	Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions? Yes <input type="checkbox"/> No <input type="checkbox"/>
Line Management responsibility for:	No. of direct reports: No. of indirect reports: None
Size of budget: (Per annum)	- state whether <i>accountable</i> for (i.e. budget holder) or <i>accounting</i> for (e.g. monitoring) Budget should exclude salary costs No budget responsibility
Job Purpose:	1. To complete placement and resource searches for children and young people in care (i.e. fostering and residential placements) and for children and young people with Education Health and Care Plans (Independent School placements). 2. To support the service to achieve value for money and effective services,

	<p>delivering positive outcomes for children and young people and the Authority.</p> <p>3. Working proactively with partners to ensure that high-cost resource packages are reviewed to ensure that they remain appropriate.</p>
--	--

Main Duties and Responsibilities:

1. To broker resource requests from across Children's Services and Education, working with stakeholders to identify the most resource efficient solution that will promote effective outcomes for the child, young person or family concerned. This involves thinking creatively to best meet the needs of children and young people. This will include Social Care Placements (i.e. Fostering, Residential and Supported Accommodation), Education Placements (i.e. Independent Special Education Provisions), and resources for Children with disabilities (i.e. short breaks, activities and high-level family support).
2. To maintain a caseload of allocated cases of children, young people and families for whom you are responsible for identifying the most appropriate resources to meet assessed needs and ensuring that work associated with this case load is prioritised appropriately.
3. To ensure placements identified are matched to the needs of the individual child or young person and remaining committed to identifying placements that wherever possible and appropriate, children and young people are placed within homes that are as close to home as possible, where they can maintain positive contact with their family and support networks and where they can maintain their education placement. Local Authorities are accountable for the use of public funds and must therefore balance the meeting the needs of the child or young person with available resources that are cost effective and provide value for money.
4. To seek to maximise the use of in-house and community-based services that are free at the point of delivery and carry no additional cost to the Council.
5. To maintain a close relationship with the in-house fostering service, maximising our ability to use in-house foster placements whenever possible.
6. To negotiate with providers of services [i.e. Independent Fostering Agencies, privately operated children's homes, residential and day schools and providers of family support services] to secure services ensuring value for money services for the Authority.
7. To take maintain positive relationships with independent providers [typically Independent Fostering Agencies, providers of residential care placements and providers of independent schools for children and young people with Special Educational Needs] ensuring that dialogue is maintained in relation to the changing needs of children and young people within the City and any issues relating to practice by the agency concerned are addressed.
8. To organise placements for children in care and in need of special educational provision in accordance with policies and procedures particularly as these relate to safeguarding/child protection requirements.
9. To complete and issue individual placement agreements (from template documents) and contracts for children in care and Special Educational Needs placements that specify the measurable outcomes that the provider is expected to achieve and the applicable timescales based on the assessment of the child or young person's needs, in partnership with the Social Worker/SEN Team.
10. To ensure that all individual placement agreements are signed and are in place prior to placements taking place [or within 5 working days in emergency situations].
11. To undertake visits to providers of care and in some circumstances special educational needs provision to help assess the quality of the provision and the extent to which this is meeting the outcomes specified in agreements made with them in [9] above.
12. To monitor groups and individual children and young people for whom resources might be more efficiently used and secure the necessary changes in provision in partnership with stakeholders, for example:
 - a. Tracking and updating on cohorts of children and young people for whom planned

<p>placement moves are appropriate i.e. where young people are within 12 months of ceasing statutory education and need to move on to FE and/or leaving care provision;</p> <p>b. Monitoring cohorts of children placed with Independent Fostering Agencies and negotiating fees for permanent placements where in children and young people's best interests, generating financial savings to the Council.</p> <p>13. To support the development of commissioning arrangements which ensure quality and value for money when the local authority commissions externally [for example, supporting the development of framework agreements and other contractual models.</p> <p>14. To monitor patterns of need and resources commissioned and provide reports for use in supporting targeted recruitment of foster carers as well as in helping to develop the market to ensure that the needs of Peterborough children and young people can be met within the City as far as is possible.</p> <p>15. To contribute to the updating of and monitoring of the Sufficiency Strategy, which is concerned with the mix of placements for children in care and ensuring that as a service, we are offering placements to children and young people at the right time, for the right length of time, and at the right cost.</p> <p>16. To maintain up to date information on local placement providers and be able to prioritise competing pressures.</p> <p>17. To complete appropriate paperwork detailing the contractual amendments between Peterborough City Council and external agencies and service providers.</p> <p>18. Contribute to systems that monitor, record and evaluate the movements of children in care, including completing of case note records.</p> <p>19. Raise all necessary paperwork to ensure financial commitments are met in respect of both in house and external service providers.</p>	
Generic Responsibilities:	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health & Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
Flexibility Clause:	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
Variation Clause:	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

DATE:

COMPLETED BY:

	Date Issued: February 2017	Last updated: Jan 2023
--	----------------------------	------------------------

Person Specification

JOB TITLE: ART Resource Officer

POST NO:

GRADE: 8

DEPARTMENT: Children's Commissioning

HOURS: 37

DIVISION: Commissioning

DIRECTOR: Oliver Hayward

DATE: January 2023

COMPLETED BY: Sam Nash

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of issues facing the Council when making placements for children and young people. Understanding of issues facing the Council regarding SEND provision. Detailed knowledge and experience of relevant legislation. Working knowledge of the regulatory framework for Ofsted, CQC and/ other regulatory bodies as applicable. 	<ul style="list-style-type: none"> An understanding of databases and IT systems, including an understanding of using IT to improve productivity and capacity. Working knowledge of the Council's Contract Regulations and Procurement legislation.
SKILLS & ABILITIES	<ul style="list-style-type: none"> Ability to communicate effectively with all stakeholders (including service users and parent/carers) specifically in contentious situations Ability to manage pressure effectively and manage the anxiety of others Capable of swiftly meeting timescales Excellent methods of prioritising an ever-changing workload Ability to demonstrate skills, to keep track of caseload and issues, focussing on timely responses and consistency Ability to find compromise but also to maintain Council's position Ability to meet the needs of the service within the constraints of the budget available Excellent use of Microsoft software (including Excel, Word and Outlook) 	

EXPERIENCE	<ul style="list-style-type: none"> • Experience of working within processes, policies and/ or legislative frameworks • Experience of managing a varied and competing workload 	<ul style="list-style-type: none"> • Experience of working of Children's/Adult's social care services and processes • Experience of working within a placement team
QUALIFICATIONS	<ul style="list-style-type: none"> • 5 GCSE's (including Maths and English) 	<ul style="list-style-type: none"> • Professional qualifications in Social Work • Up to date continuous professional development record that details learning relevant to the post.
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*