

Integrated Placement Commissioning Officer (Integrated Children's Commissioning)

Salary: Band: 10: £38,295 - £42,503 p.a.
37 hours per week
Reports to: Complex Care Manager

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

The Service

An exciting opportunity now exists for a full-time Integrated Placement Commissioning Officer within Children's Services.

The Integrated Children's Commissioning Team support children's services within Portsmouth City Council and NHS commissioning as part of the Hampshire and Isle of Wight Integrated Care Board. The aim of the role is to:

- Identify and broker placements of care for children with complex health and /or lives
- Support the development and maintenance of a co-ordinated placement market that is able and motivated to deliver the outcomes that children and their families need
- Develop and maintain relationships with providers, creating an environment that is responsive and creative
- Negotiate relevant cost and contract arrangements for the placement of children in the local authority's care and those with complex health needs
- Provide clarity of expectation and measurement of quality in terms of outcomes
- Deliver cost efficiency
- Maximise opportunities for co-production and hearing the voice of the child

This is a challenging but highly rewarding role - the successful candidate will work closely with colleagues supporting children with complex needs and who have experienced significant trauma in their lives. Our support and supervision will ensure that you are able to deliver to the high standards you expect, while seeing the positive role you play in this system. The current Placement Officer has been in post for 7 years and says ***"I can honestly say that I have never had such a rewarding role. It can be challenging and you will need to be flexible and adapt to the Service's needs very quickly, but when a child or young person is placed successfully and you see how their outcomes have improved you know you have made a difference in a child's life which is really rewarding. I am extremely well supported by my manager and the senior management team, along with social work colleagues and hope that you will enjoy this amazing role as much as I have."***

What is the role?

You will play a significant role in the development, implementation and monitoring of contracts for the placement of children in the local authority's care, working closely with service providers and members of the IFA and Residential Placements Consortia. You will work to build capacity in the marketplace both in terms of volume and in terms of high-quality services that are designed to deliver outcomes. You will develop care specifications that ensure placements meet children's identified needs, relevant contracts and lead on tender processes.

You will develop and maintain good working relationships with providers, with Heads of Services who commission Services, with Social Workers, Care Managers and other 'commissioners for the individual' and with people who use Services and their Carers.

You will be responsible for supporting the development and implementation of placement and provision contracts for services with external child care and health care providers. You will actively work with commissioning colleagues to ensure that appropriate contracts are put in place and carefully monitored on time. This will involve:

- Identifying appropriate placements for children coming into the care of the local authority
- Brokering appropriate domiciliary care for children with complex health needs, using the county-wide framework.
- The development, coordination and monitoring of contracts
- Advertising and tendering of contracts, ensuring compliance with corporate procedure rules and procurement legislation.
- Ensure effective arrangements are in place for the monitoring of provider performance across a range of contracts including financial performance, activity and quality indicators.
- Maintaining contract monitoring systems that ensure purchased services deliver the volume and quality required and that they offer value for money.
- Establishing and maintaining close working relationships with providers.
- Regularly review contract compliance through liaison, support and performance monitoring as a means of assisting providers maintain agreed standards.
- Liaising with other Directorates and agencies in connection with the duties of the post.
- Liaising with other Authorities to ensure best practice is shared.
- Managing own workload effectively and undertaking any necessary training or development required to fulfil the duties of the post.
- Identifying, mitigating and managing commercial risks.
- Taking responsibility for the negotiation of contractual services with internal customers and providers using professional and structured commercial management skills and processes which lead to service efficiencies and improvements.
- Leading and supporting other team members to achieve the above.

Who is the person?

As a successful Integrated Placement Commissioning Officer you need to:

1. Have a relevant level 6 qualification or demonstrable experience in a local authority, Health and/or Social setting.
2. Be committed to the delivery of positive outcomes for children, young people and families who use Services
3. Have a robust understanding of the care market and know how to effectively broker within this - working both to support and challenge across the system
4. To know 'what good looks like' and understand the critical importance of Service design
5. To be committed to addressing poor design and/or practice in Services
6. Be committed to the principle of 'Nothing about me without me' and the fostering of a collaborative approach
7. Have the ability to communicate articulately, effectively and in a confident manner with a wide range of people in different settings and forums.
8. Have experience working within a contracts management, commissioning or procurement role. This includes commissioning for the individual e.g. Social Worker
9. Have the ability to work under pressure.
10. Be able to develop and maintain effective working relationships with providers, commissioners and those who use services
11. Demonstrate effective organisational skills and the ability to construct and work to deadlines and prioritise workload.
12. Have the ability to demonstrate excellent verbal and written communication skills and the ability to negotiate effectively with a range of stakeholders.
13. Be computer literate.
14. Have the ability to work on your own initiative and as part of a team.
15. Personal qualities of being trustworthy, reliable and confident.
16. Have the ability to demonstrate fairness, encourage innovation, achieve results, and demonstrate awareness of the demands and sensitivities of working within a public organisation.
17. The ability to take responsibility and commitment to work in an anti-discriminatory way.
18. An understanding of the issues relating to confidentiality, human rights and data protection requirements.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting

DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.