

## **Job Profile**

**Job Title:** Placement Officer  
**Job Grade:** Level 3 Zone 1  
**Salary Range:** £37,716 - £42,392

### **About Camden**

Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

This role works as part of a team of Placement Officers in Adult Social Care who commission, contract and negotiate value for money care provisions both from hospital and community based settings to meet the needs of our customers. Working in a strength based way, collaboratively with Social Workers, case managers and providers to identify, source and negotiate the agreed assessed level of care provision required to ensure the needs of Camden's adult population are met across both health and adult social care.

### **About the role**

The ideal candidate will have experience of identifying, sourcing and brokering care, at the best price to meet the eligible need of residents. You will also be highly organised, and can manage a varying workload, together with changing or conflicting priorities as a result. You will also have strong interpersonal skills and the ability to maintain good relationships and networks.

Example outcomes or objectives the role will deliver:

- Identifying and arranging support for an individual as assessed by the individual's key worker
- Ensuring support is in place within agreed timelines as set out in the team processes and procedures
- Ensuring that options considered are cost effective and at the best price, making use of existing contracts and block arrangements where appropriate, and the tools and systems provided in line with team processes and procedures
- Negotiating transparent and cost effective fees for support where an existing contract is not in place, ensuring quality is maintained
- Where individualised services outside of existing contracts are required, and the service response is not highly specialised, identify options for operational services, managing the appropriate purchasing processes with the provider
- Ensuring reports and information from the CQC and other authorities are used to check potential providers and the quality of care they deliver
- Ensuring all contractual arrangements are made and authorised in line with the Council's financial authorisations and delegated authority limits
- Ensuring that all placement / support information is updated accurately on IT systems in a timely manner

### **About you**

You will have a highly organised approach, with the ability to use your initiative and judgement and be able to demonstrate experience, understanding or skills in the following areas:

- IT literate and able to work with different finance and social care systems and databases, including good excel skills
- Good communication and negotiation skills working with different stakeholders
- Knowledge of Adult Social Care and relevant business processes
- Knowledge of relevant social care legislation and regulation
- Knowledge of relevant statutory / regulatory bodies such as the CQC
- Raising contracts / purchase orders, recorded accurately on care and finance systems, and issued in a timely manner
- Safeguarding issues that LBC or other LAs are investigating where this may affect long term arrangements
- Ensuring that concerns / complaints received are recorded and notified to care management / quality assurance colleagues in line with the team's policies and procedures
- Manage a varying workload, handling changing or conflicting priorities as a result
- Escalating care provision issues and risks relating to contracts and placements to the team manager

**Work Environment:**

Main base is 5 Pancras Square, London, N1C 4AG with opportunities to work flexibly from other locations and work from home. Work in a demanding and time pressured environment, responding to changes in demand and location in order to achieve a seamless service for the customer.

**People Management Responsibilities:**

This post has no people management responsibility

**Relationships:**

Maintain good networks across LA / Health / Provider partners to inform decisions around cost and quality of support placements. The role is responsible for building and maintaining positive working relationships with a full range of internal and external stakeholders, including:

- external providers / care agencies
- adult care management
- commissioning / quality assurance / procurement
- finance / IT
- other local authorities / relevant networks
- Care Quality Commission

**Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

**Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click Diversity and Inclusion for more information on our commitment.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,