



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Placements Officer

GRADE: Band 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">NVQ4 Business Administration or equivalent (or working towards)	<ul style="list-style-type: none">Degree in business administrationEvidence of further professional developmentNVQ3/equivalent in Child Care	<ul style="list-style-type: none">Application formCertificates
Work Experience	<ul style="list-style-type: none">Extensive experience of working in a child care focussed environment and dealing with child protection and complex informationExperience of working with multi agency professionalsExtensive experience of developing and managing complex IT systems & excel spreadsheetsExperience of strategic planningExperience of direct face to face and telephone contact with service users and professionals regarding child protection, complex and sensitive informationExperience of working in stressful situations and extreme pressure	<ul style="list-style-type: none">Experience of working with parents, carers and childrenExperience of ICS/SWIFT systemsExperience of CONTROCC system	<ul style="list-style-type: none">Application formInterview
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Good understanding of the needs of looked after childrenGood negotiating skillsGood problem solving skillsExcellent organisational skillsGood report writing skillsGood analytical skillsGood verbal and written	<ul style="list-style-type: none">Able to be child focusedKnowledge of relevant childcare legislation and Government initiativesKnowledge of child protection	<ul style="list-style-type: none">InterviewReferences

	<ul style="list-style-type: none"> communication skills Knowledge of confidentiality issues 		
Disposition	<ul style="list-style-type: none"> Able to work as part of a team and on own initiative Able to remain calm in times of extreme pressure. Able to build effective working relationships Able to work to deadlines Flexible approach to work Committed to the principles of equality and diversity 	<ul style="list-style-type: none"> Able to put people at ease 	<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Able to work flexibly to meet the needs of the Service Enhanced clearance from the Disclosure and Barring Service 	<ul style="list-style-type: none"> Full current driving licence or access to a means of mobility support. 	<ul style="list-style-type: none"> Application form DBS check