

# Placements and Data Officer

## Person Specification

We will use these criteria to assess your suitability for the job.

### Essential

1. BTEC Higher in Public Admin, NVQ Business Administration Level 3 or equivalent qualification.
2. Knowledge or understanding of the main theoretical, procedural and practical issues relating to the residential and fostering service.
3. Significant proven relevant experience gained either in the workplace or through study.
4. Proven experience of in working in partnership with stakeholders and ability to communicate effectively.
5. Evidence of ability to work systematically, calmly and logically in a pressurised situation.
6. Proven experience of recording and reporting effectively to meet a business need.
7. Evidence of problem-solving skills and ability to remain solution focussed.
8. Experience of a range of IT packages used for data extraction, analysis and presentation e.g. Access, excel, web.
9. Evidence of ability to learn new software skills and relate experience to alternative software packages.

10. Willingness to undertake training in any area of work relevant to the job description and grading of the post.
11. Evidence of ability to automate production of routine statistical information.
12. Evidence of ability to meet tight deadlines in a busy work environment.
13. Evidence of organisation skills and ability to be methodical, reliable, and accurate.
14. Evidence of ability to work independently and to take the initiative when needed.
15. Evidence of willingness to work flexibly and collaboratively to meet service needs.
16. Knowledge of GDPR and how this relates to the workplace.
17. Demonstrable commitment to Equal Opportunities.

## Desirable

1. Experience of working in a residential, fostering or child in care placement team.
2. Knowledge of Fostering and Care Planning Regulations in relation to placements.
3. Knowledge of Fostering National Minimum Standards and Ofsted Requirements
4. Knowledge of the information requirements relating to the national agenda for children's services

5. Understanding of commissioning processes.
6. Understands the diverse functions and competing needs of a large complex public sector organisation and the relevant professional issues.
7. Experience of preparing and presenting analytical reports.
8. Experience of training or mentoring colleagues with a range of IT literacy and numeracy skills.
9. Knowledge & understanding of educational/social care software, E.G. SIMS/ONE/ICS
10. Commitment to the culture of continuous improvement and partnership working.

## Additional Requirements

Flexible approach to work, location, duties, and hours.

## Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?