

Job Description

Directorate:	Education, Culture and Skills		
Service:	Policy, Commissioning and Children's Health		
Location:	County Hall / Hybrid		
Salary range:	£36,363-£40,777	Grade:	8
Reports to:	Access to Resource Team (ART) Manager	Staff responsible for:	3

Job purpose and scope

The Access to Resource Team (ART) Brokerage Manager leads the placement finding work, helping teams secure the right placements for children and young people with special educational needs and disabilities (SEND) in a timely and cost-effective way.

ART will be responsible for seeking external placements and Independent and Non-Maintained Special School (INMSS) places, arranging individual placement contracts, and undertaking the associated monitoring and review of such placement contracts for children coming into care (and/or with SEND), those already in care and care leavers with varying and complex needs.

The children and young people will be referred to the Placements/ Brokerage team by operational teams and/or other case professionals.

SEND ART will ensure that the placements commissioned meet the needs of the children and young people placed, are of high quality to deliver the outcomes required for each child and also achieve value for money.

SEND ART Brokerage Officers will use existing frameworks/ contracts and market knowledge to secure education places and other support services for children with SEND.

Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

The Lancashire Mindset

Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper. To help us achieve this, we have introduced the Lancashire Mindset: Growth, Ownership, Optimism, and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



Accountabilities/Responsibilities

- Lead and manage a team of 3x G6 Brokerage Officers ensuring the workforce is flexible to respond to changing priorities and integrated within the wider Policy, Commissioning and Childrens Health functions.
- Responsible for effective sourcing of education placements for children with SEND and developing effective relationships with the Inclusion Service
- Lead on developing effective mechanisms to source 'hard to find' education placements, including supporting Brokerage Officers to secure suitable complex placements
- Responsible for providing a range of accurate reports on placement finding activity, including hard to find placements and crisis placements to inform gaps in provision and improvements required
- Work with INMSS providers to understand and shape how outcomes for children and young people may be achieved.
- Co-ordinate, manage and allocate incoming referrals for placements and to represent the team at multi-agency meetings, such as panels to provide updates.
- To work proactively to build and maintain relationships with other specialist teams, professionals and agencies, including independent, voluntary and commissioned providers, attending multi-disciplinary meetings and participating in case discussions and negotiations to deliver the best outcomes for children and a best value approach.
- Contribute to training and awareness raising for Inclusion Service staff on what makes a good referral/ effective placement finding processes
- Contribute to evidence used in Crown County and by Regulatory Bodies such as Ofsted re. placement finding activity

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.
- **Safeguarding Commitment**
We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.
- **Skills Pledge**
We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications

- Professional and/or academic level qualification or equivalent or substantial vocational experience in a relevant technical, scientific, specialised, or operational field or
- Significant experience in a technical/specialist advisory role within a large and/or complex operation/function/service

Experience

- Experience supporting commissioning, contracts, and service development within education, SEND, or children's services.
- Experience of developing and managing relationships with providers, including monitoring performance and taking appropriate action where standards or expectations are not met.
- Experience contributing to commissioning and procurement activity, including reviewing service quality, and considering cost and value for money.
- Experience of helping to develop, implement, or monitor contract frameworks.
- Experience using data, research, and intelligence to understand needs, inform decisions, and support service improvement.
- Experience of working within the SEND, education, or children's services system, for example in local government, schools, health, voluntary/community organisations, or specialist providers.
- Experience of managing urgent or complex work, including responding to placement pressures, safeguarding concerns, or time-critical situations.

Essential knowledge, skills & abilities

- Demonstrates tact, diplomacy and sensitivity in complex discussions with providers about individual children, with the resilience and tenacity required to manage placement breakdowns and emergency situations.
- Strong understanding of the SEND legal framework, including the Children and Families Act 2014 and the SEND Code of Practice.
- Negotiation, persuasive and brokering skills
- Understanding of SEND services provided by INMSS

- Strong understanding of SEND education and support systems including Education Other Than at School (EOTAS) and Alternative Provision (AP) in meeting statutory duties
- Ability to think creatively in how services can be delivered to meet the needs of an individual child or young person based upon developing knowledge of the children services placement market.
- A collaborative approach, with the ability to support colleagues when dealing with challenging situations
- Ability to think about the development of placement finding systems moving forward.
- Ability to listen carefully, gather information, and make sound judgements in pressured situations.
- Understanding of commissioning, placement finding, and provider markets within education and/or children's services.
- Knowledge of the importance of safeguarding, quality assurance, and value for money in placement and service decision-making.
- Ability to keep up to date with relevant legislation, guidance, and best practice
- Ability to communicate clearly and confidently with a range of audiences, both verbally and in writing.
- Ability to work collaboratively within multi-disciplinary and multi-agency environments.
- Resilience and tenacity, recognising that placement breakdowns and emergency situations do arise and may require urgent action.
- Calm, professional approach when working under pressure and managing competing priorities.
- Collaborative and supportive, with the ability to support colleagues dealing with challenging or distressing situations.
- High level of professional judgement, integrity, and accountability

Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post*
You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive