



Job Profile and Working for Stockport

Our Council

Join us at Stockport Council – MJ Local Authority of the Year 2025

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

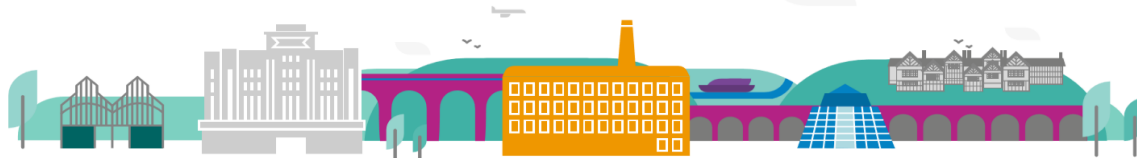
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





Ambitious Stockport, creating opportunities *for everyone*

About the Job

Role:

Business Support Officer – External Placements

Service Area:

Children's and Education Business Support

Directorate:

Corporate and Support Services

Salary Grade:

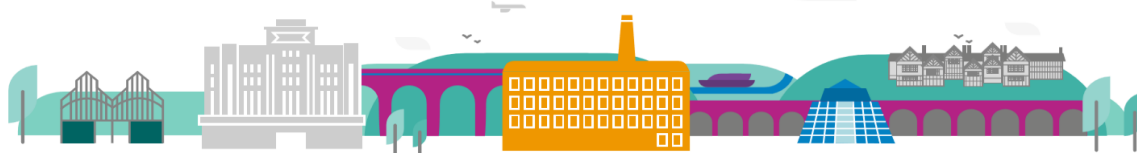
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Main Purpose of the Job

The main purpose of the job is to be an integral part of the External Placements team who support our Social Care team in finding suitable placements for children in our care. This includes assessing suitability of the placements and their compliance to provide the necessary care. This is a very fast paced role often having to source emergency placements for vulnerable young people.

Key Responsibilities

- Sending out placement searches to independent fostering agencies, residential, 16+ provision and secure placements to check on availability and suitability of placement
- Adding new Independent Fostering Agency (IFA) carers, residential, 16+, and secure placement details and costs.
- Collating and providing all paperwork to inform placement searches – including close liaison with social workers and Service Leads
- Collating and sharing placement offers with social workers and Team Managers
- Maintaining cost packages on our management information and finance systems
- Completing Initial Placement Agreements (IPA), sending out, and filing upon return
- Producing new IPAs following agreement of additional costs or application of discounts, sending and filing accordingly
- Updating spreadsheets tracking placement searches
- Carrying out regular compliance checks on placements including Ofsted regulations
- Updating expenditure sheets and meeting with the budget accountant



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- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation.
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities.

Additional Information

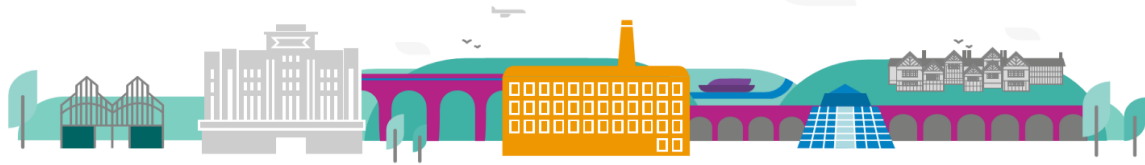
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers.
- Works well as part of a team and also independently
- Gaining an in-depth knowledge of the service area
- Has a keen eye for detail
- Excellent customer service skills
- Experience of working flexibly supporting our social work teams and achieving best outcomes for children in our care
- Excellent interpersonal, oral and written communication skills.
- Excellent organisational skills



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- Analytical skills with the ability to problem solve and interpret information.
- Ability to work accurately to strict deadlines.
- Demonstrable numeracy, literacy and ICT skills at Level 2 (GCSE) or above and experience with Microsoft Applications or a willingness to undertake development in this area as appropriate.