



Coventry City Council

Job Description

Job Title:	Team Manager – Children in Care Home Finding & Brokerage	Job Number:	A6279
Directorate:	People	Post Number:	1011314
Service:	Children's Services	Grade:	10
Location:	One Friargate, Coventry		

Job Purpose:

Take overall responsibility for the effective and efficient operation of the Children in Care Home Finding and Brokerage function ensuring that high quality, outcome focused services are in place to meet the needs of children, young people and families that represent value for money, and comply with statutory and regulatory requirements.

Main Duties and Responsibilities:

1. To facilitate and co-ordinate effective joint working within Coventry City Council and with key partners including Children's Services, health partners, education, providers, other statutory agencies and voluntary organisations, to commission and secure high-quality homes and services that improve outcomes for children, young people and families in Coventry.
2. To provide flexible and resilient leadership to the Home Finding and Brokerage team, managing high demand and time-critical situations through effective analysis and professional judgement to secure safe and timely homes for children while ensuring effective supervision, appraisal and performance management of staff working in a demanding and pressurised environment.
3. To lead the ongoing development of the Home Finding and Brokerage team and contribute to wider children's services improvement in this area, including identifying training needs, supporting workforce development, and embedding best practice to improve outcomes for children.
4. To create an environment in which the skills, expertise and resources of Coventry's commissioning, home finding and brokerage functions are supported and enabled to work collaboratively with providers to improve placement quality, stability, value for money and outcomes for children.
5. To contribute to and be responsible for market management, sufficiency planning and quality improvement activity for children's placements and related services in Coventry, ensuring alignment with the Council's strategic priorities and statutory duties.

6. To lead the development and delivery of plans and strategies for placements and related services in Coventry, working closely with the commissioning team and other operational teams, senior leaders and partners to ensure plans reflect local needs, sufficiency pressures and desired outcomes for children and young people.
7. To ensure home finding and brokerage activity is underpinned by a clear commissioning framework incorporating needs analysis, service mapping, engagement with children, families and providers
8. To lead on analysis of local needs, gaps in provision, market trends, placement outcomes, quality and cost, and to make recommendations that drive strategic change and improve placement sufficiency, stability and value for money in Coventry.
9. To ensure all commissioned placements and services provide value for money, leading negotiations with providers as required to secure improved terms, manage cost pressures and achieve efficiencies without compromising outcomes for children.
10. To lead the development and shaping of the local provider market in Coventry, strengthening relationships with existing and new providers to increase placement choice, sufficiency and quality for children and young people.
11. To ensure that all home finding, commissioning and brokerage activity meets the highest standards of practice and complies fully with relevant legislation, statutory guidance, regulatory requirements and Coventry City Council's procurement, finance and contract standing orders.
12. To ensure that the voice and lived experience of children, young people, families, carers and advocates are central to home finding and review of services, using effective engagement and feedback mechanisms.
13. To ensure full compliance with Coventry City Council systems and governance arrangements, including finance, procurement, legal, information governance, risk management, performance monitoring and staff performance management.
14. To support and provide assurance to the Operational Lead in relation to budgetary oversight of placement-related spend, including residential care, fostering, supported accommodation and other placement types as required.
15. To ensure appropriate systems, processes and controls are in place to enable accurate home commissioning, timely and correct payments to providers, compliance with Coventry City Council's contractual obligations, and robust financial scrutiny to ensure the Council only pays agreed and correct costs. The role will contribute to the identification and management of financial risk, prevention of overpayments, and continuous improvement in financial governance and value for money across placement budgets.
16. To ensure that all commissioning, home finding, brokerage and contract management activity is fully compliant with local and national statutory and regulatory frameworks, including relevant Ofsted and Care Quality Commission (CQC) requirements

17. To establish and maintain systems for collecting and analysing performance, quality and market intelligence to inform commissioning intentions, home finding activity and sufficiency planning in Coventry.
18. To oversee the production of accurate, timely and meaningful performance reports that demonstrate the impact of home finding and brokerage activity on placement stability, quality, cost and outcomes for Coventry children and young people.
19. To ensure robust internal governance and quality assurance arrangements are in place, including clear reporting, escalation and decision-making processes, oversight of the quality and timeliness of referrals, and assurance of team practice, to support effective commissioning, home finding activity and that children are safeguarded.
20. To prepare and present complex written and verbal reports for senior leaders, elected members and other stakeholders, clearly setting out risks, options, recommendations and outcomes.
21. To represent Coventry City Council positively at internal and external meetings with senior stakeholders, partners and providers, advocating for the needs and best interests of Coventry children and young people.
22. To deputise for the Operational Lead as required, representing Coventry City Council at local, regional and national forums, and exercising a high level of autonomy and professional judgement to influence discussions, decisions and outcomes in the best interests of Coventry's children and young people.
23. To chair and contribute to strategic and operational meetings, including multi-disciplinary and inter-agency forums, as required to support effective commissioning, brokerage and placement decision-making.
24. To establish, build and maintain strong strategic relationships with key internal and external stakeholders, including operational children's services, finance, legal, procurement, health partners and providers, to support effective home finding and improved outcomes for Coventry children.
25. To actively promote equality, diversity and inclusion through all aspects of commissioning, home finding and brokerage activity, ensuring services are fair, accessible and responsive to the diverse needs of children, young people and families, and that decision-making addresses inequality, discrimination and disadvantage.
26. Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions

- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Responsible for: Senior Home Finding Officer
Home Finding Officers

Responsible to: Operational Lead, Children's Commissioning and Home Finding

Date Reviewed: February 2026

Updated:



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Area	Description
Knowledge:	Extensive knowledge and understanding of national and local priorities, legislation and statutory guidance relating to the health, education, safeguarding, care and well-being of children and young people, including children in care
	Strong understanding of the statutory and regulatory frameworks relevant to children's services, including Ofsted requirements and the Care Quality Commission (CQC) where applicable, and their implications for commissioning, placement quality and service improvement.
	Strong knowledge of home finding processes, brokerage, placement sufficiency and market management within children's social care
	Strong working knowledge of local authority financial management, budget planning, monitoring and governance arrangements, including controls relating to placement spend.
	Knowledge of performance management frameworks, outcomes-based commissioning and value for money principles
	Understanding of equality, diversity and inclusion, and how inequalities and disadvantage impact, particularly children in care
Skills and Abilities:	Ability to build effective working relationships and consensus with a wide range of stakeholders, including operational services, senior leaders, providers and partners, to deliver commissioning and home finding objectives.
	Proven ability to lead, motivate and support a professional team delivering complex services in a demanding environment.
	Strong skills in developing and managing provider relationships, including challenge, support, negotiation and market shaping to improve quality, sufficiency and outcomes.
	Excellent communication skills, including high-quality report writing, presentations and the ability to convey complex information clearly to different audiences.

	Ability to analyse complex qualitative and quantitative information, including placement, performance, quality and financial data, and use this to inform decision-making.
	Excellent negotiation, influencing and interpersonal skills, including the ability to achieve positive outcomes with providers while maintaining professional challenge.
	Strong project and programme management skills, including planning, prioritisation and delivery against tight timescales.
	Strategic and analytical thinking skills, with the ability to respond to emerging issues and develop practical, outcome-focused solutions.
	Ability to work flexibly, independently and proactively, managing competing priorities and deadlines.
	Financial acumen to support effective budget management, assurance and control, including understanding placement costs, payment accuracy, contract compliance and value for money.
	Ability to use standard IT systems and performance management tools, or a willingness to learn new systems quickly.

Experience:	Demonstrable experience of commissioning, home finding, brokerage or placement-related services for children and young people, including working with independent sector providers.
	Experience of developing and implementing commissioning or service improvement strategies that improve quality, manage demand and deliver efficiencies.
	Significant experience of partnership working with internal and external stakeholders at a senior or strategic level.
	Proven experience of leading and managing teams to deliver service improvements and measurable outcomes.
	Experience of successfully using a range of methods to influence and negotiate, including with providers, suppliers and contractors to improve quality, manage cost and ensure value for money.
	Experience of working with budgets, including monitoring spend, identifying financial risk and supporting corrective action.
	Experience of managing complex problems and risk in a challenging and fast-paced environment.
	Experience of leading or contributing to significant projects or work programmes.
	Experience of engaging children and stakeholders in effective consultation, engagement and co-production processes.
	Experience of working within services that are subject to external inspection and regulatory oversight, including contributing to inspection preparation, evidence and improvement planning.

Educational:	Degree-level qualification or relevant professional qualification
	Evidence of ongoing continuing professional development relevant to the role

Special Requirements:	This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.
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Date Reviewed: February 2026

Updated: