



Home Finding Quality Assurance & Commissioning Officer - Home Finding & Commissioning Team

Salary: Band 10, £42,838 to £47,181 per annum

Hours: 37 hours per week

Reports to: Home Finding & Commissioning Service Leader

Portsmouth City Council is committed to safeguarding and promoting the welfare of children, and young people, and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

Every post is subject to PCC and Portsmouth Safeguarding Children's Board safer recruitment procedures.

The Service

Our Home Finding Team sits within the wider Children We Care For service. The purpose of the team is to ensure that every child who cannot live with their family is placed in safe, supportive, and high-quality homes that meet their needs, reflect their identity, sustain relationships, and support long-term stability.

We work closely with internal fostering and residential homes, and with external providers across the regional and national marketplace, to secure homes that keep children close to home wherever possible, maintain sibling relationships, and ensure their needs, experiences and voices are central to the matching process.

As a service we take pride in our work by valuing others, focusing on what's important, and making a real difference to children, young people, and their families. Our practice model is trauma-informed, relationship-based, and rooted in kindness and collaboration.

The role, duties and responsibilities

You will be responsible for provider quality assurance, risk assessment, due diligence, and contract-related monitoring across children's external placements. You will ensure the service has accurate, up-to-date intelligence on provider quality, risks and regulatory status to support safe, timely and confident matching decisions.

Your responsibilities will include:

- Undertake quality assurance visits (announced/unannounced) to external residential homes, supported accommodation and fostering agencies, nationally, reviewing children's experiences, safeguarding arrangements, and care practice.
- Complete due diligence checks on new and existing providers, reviewing policies, staffing, training, safeguarding history, Ofsted registration/inspection outcomes and compliance with statutory standards.

- Monitor Ofsted notifications, identifying children placed with affected providers, escalating concerns, and advising senior management on required actions.
- Lead provider-level risk profiling, maintaining accurate provider risk records and highlighting declining quality, safeguarding concerns or contractual under-performance.
- Develop improvement plans with providers where quality concerns are identified, and track progress until risks are reduced and standards improved.
- Work with the Local Authority Designated Officer (LADO), commissioning managers, and safeguarding teams where allegations or concerns arise related to provider staff or practice.
- Support high-risk or complex placements by providing enhanced QA oversight, additional checks, and liaison with social work teams and senior managers.
- Contribute to commissioning activity, including provider evaluation for frameworks or preferred provider lists, and feeding intelligence into market shaping and sufficiency planning.
- Assist with contract and compliance monitoring, ensuring services are delivering within agreed terms, reporting any non-compliance, and supporting contract variation decision-making.
- Produce clear reports following each QA visit, including evidence-based judgments, actions, and recommendations; maintain audit-quality records for scrutiny and inspection readiness.
- Respond promptly to concerns and complaints relating to providers, taking appropriate actions and advising the commissioning manager and safeguarding partners.
- Provide daily advice to Home Finding & Commissioning Support Officers on provider suitability, risk considerations and matching implications, supporting safe, child-centred placement decisions.
- Contribute to cross-agency meetings, including risk panels, commissioning groups, and provider performance discussions.
- Support emergency responses where urgent quality or safeguarding issues require immediate intervention or temporary suspension of provision.

Other duties will include:

- Maintaining accurate QA data and systems, updating risk registers and dashboards.
- Supporting inspections, audits and internal reviews in relation to externally commissioned placements.
- Providing professional guidance to colleagues on regulatory frameworks and quality standards for children's homes/fostering.

Who is the Person?

You will need to have/be:

- A Level 4–5 qualification (or equivalent experience) in a relevant field such as Children & Young People’s Services, Health & Social Care, Social Care Practice, Education/Youth Work, Psychology, Commissioning, or Business Administration. And/or, substantial professional experience demonstrating equivalent competency in quality assurance, commissioning/contract monitoring, or children’s residential care, fostering, or supported accommodation.
- Ideally, experience of provider QA/contract monitoring within children’s services, commissioning or regulatory environments.
- Experience working directly with children’s residential or fostering services is advantageous.
- Strong knowledge of regulatory frameworks for children’s homes, fostering and supported accommodation, including National Minimum Standards and Ofsted inspection frameworks.
- Able to demonstrate experience in quality assurance, contract monitoring, provider oversight or safeguarding, ideally within children’s social care or commissioning.
- The ability to analyse quality evidence, identify risk, and produce clear improvement actions and recommendations.
- Confident carrying out QA visits, observing practice, and challenging providers constructively where standards are not met.
- Able to work collaboratively with a wide range of professionals including social care, commissioning, health, SEN, and safeguarding partners.
- Able to demonstrate excellent communication, report writing and organisational skills, with strong attention to detail.
- Able to show confidence and resilience in managing sensitive information, safeguarding concerns and complex provider situations.
- Able to work independently and manage a busy workload with competing priorities.
- Able to drive with a valid driving licence, able to travel across the UK.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.



This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.