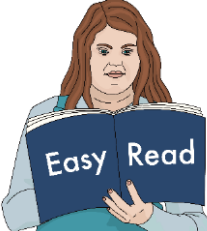


Lewisham Council

Disability and Co-Production Policy Officer



Easy Read Job Description



What is in this job description?



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About this document



This is an Easy Read **job description**.

A **job description** is a list of what you need to do in a job. And what skills you need.

policy

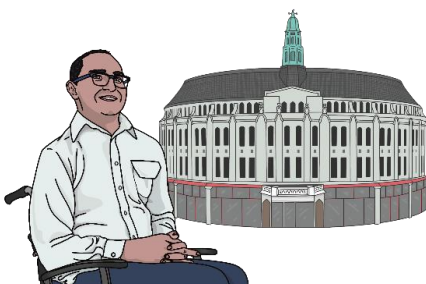
co-production

shortlist

There are some hard words in this document. We have written any hard words in bold. We explain what they mean in the next sentence.



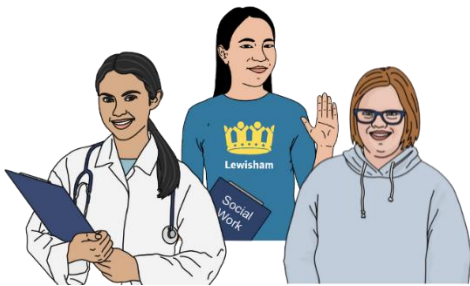
You can ask someone to help you read this job description.



This job description is for the job of Disability and **Co-Production Policy Officer** at Lewisham Council.



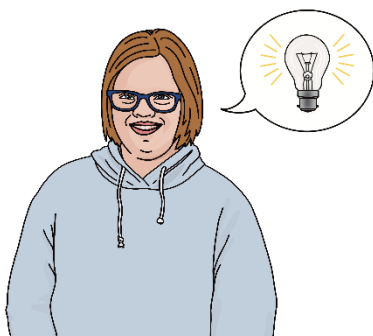
Co-production is a way of working together. It helps create or improve services, like social care.



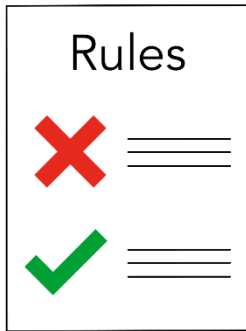
It means that people who use services work with the Council to plan and run those services.



Everyone shares ideas and makes decisions together.

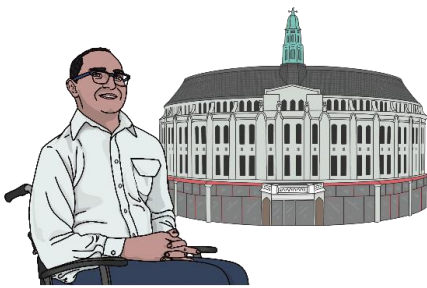


Co-production helps create better services because the people who use them have valuable knowledge and ideas.



A **policy** is a plan or set of rules.

It tells people what they should do.
And makes sure things are done in a fair way.



An **officer** is a person who works for the council. They help to make sure that local services are run well and that rules are followed.

How much does the job pay?



If you get the job, we will pay you between £54,135 and £56,151 a year.

What is the job about?

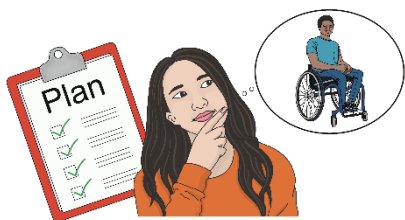


The job of Disability and Co-Production Policy Officer is about:

1) Giving advice



You will talk to Council leaders and explain how their choices affect deaf or disabled people.



2) Making plans and policies to support deaf and disabled people in Lewisham.



You will work together with different people and teams across the Council to make the plans and policies.



3) Working with the community

You will make sure deaf and disabled people help make decisions that affect them.



4) Helping the council listen

You will make sure the Council listens to deaf and disabled people.

What will I do in the job?



These are the most important things you will have to do if you get the job:



1. Make plans and policies



You will be in charge of making plans and policies to solve problems for deaf and disabled people in Lewisham. You will also be in charge of making the plans and policies happen.



2. Research and Study



You will collect and study different kinds of information like facts, research, and numbers.



You will use the information to make good plans and solutions for problems that affect deaf and disabled people.



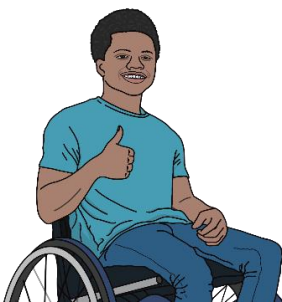
3. Support **Equalities, Diversity and Inclusion**, or EDI for short.



Equalities means treating everyone fairly



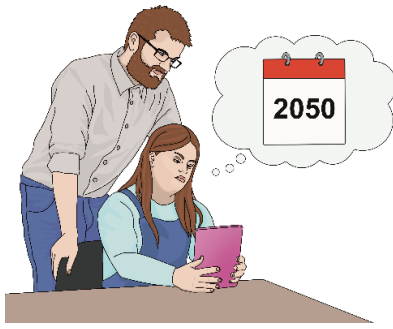
Diversity means making sure different kinds of people are represented. For example, disabled people, or People of Colour, or people with different religions.



Inclusion means making sure everyone feels welcome and included.



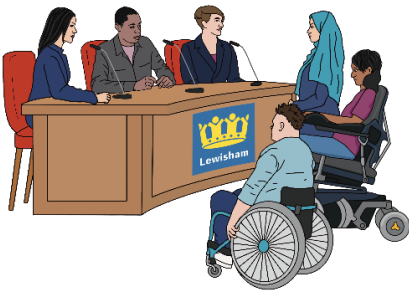
4. Use facts and figures to make decisions



You will work with the Council's Data Team. You will look at facts and figures to understand what people will need in the future.



You will use this information to find ways to improve and make good decisions.



5. Help the Council talk with deaf and disabled people



You will make sure the Council listens to their views and experiences. And works together with them to make decisions.



6. Make sure the Council always works together with deaf and disabled people.



You will show why this is important. And teach others how to do it.



7. Keep working on the Council's plan to follow the suggestions made by the Lewisham Disabled People's Commission.

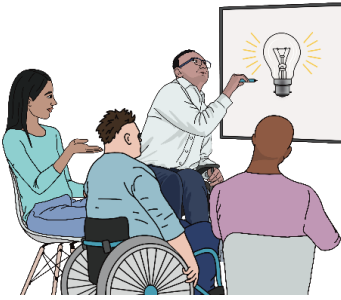


For example, helping to set up an organisation led by disabled people.



8. Work with deaf and disabled people in Lewisham

You will talk with deaf and disabled people in Lewisham. You will use their ideas to plan and improve services and policies.



9. Write Reports

You will tell Council leaders how the policies affect deaf and disabled people.



10. Keep up to date

You will keep up to date on news about disability and access. You will need to talk to other groups, the government, and other councils.





11. Help the Council plan what to do if national and regional disability rules change.



You will need to tell the Council how these changes could affect them.



12. Go to meetings for the Council.

Workplace Rules



Everyone who works for the Council must follow these rules:



Follow the Council's **Dignity at Work policies**. These are rules about treating everyone fairly.



Take part in regular reviews and training to improve your skills.



Follow safety rules.



Follow the Council's rules to help the environment.



Do other tasks if needed that fit your job.

Who are we looking for?

We want people who:



1. Have **lived experience** of disability.
For example, you might be disabled.
Or you might look after someone who is disabled.



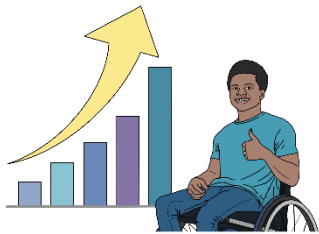
2. Know about the issues that deaf and disabled people face.



3. Have experience in finding and fixing problems that affect deaf or disabled people.



4. Know how to study data and information. And use it to help managers make decisions.



5. Have experience in leading new projects that have made things better for deaf or disabled people.



6. Are able to make big changes in the workplace by planning and working together.



7. Be confident and lead by example.



You **must** be able to do everything on this list to apply for the job.



When you apply for the job, you should show us that you can do these things.

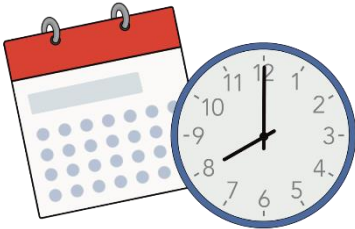
It would also be good if you:



- Can show you will treat everyone fairly when you plan and run services.



- Can work by yourself



- Can manage your time well



- Can stay calm when things are busy.



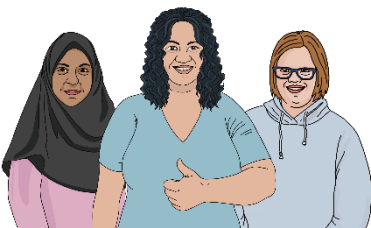
- Have experience working with other groups and councils.



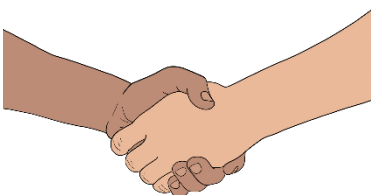
- Understand politics and how it affects the Council's work.



- Know how to talk and listen to people in different ways. For example, with surveys or groups.



- Can work well with other people



- Are honest, fair, and respectful to everyone you work with.

Support for Disabled People



If you are disabled and cannot do some parts of the job because of your disability, please let us know.



Tell us in your application.



If you can do all the other things we need, we will put you on the **shortlist**. A shortlist is a small list of the best people.



We will ask people on the shortlist to have an interview.



We will work with you to make changes so you can do the job.



This job can be flexible, including working from home.



Or you could share the job with someone else.

How do I apply?



You can apply now through the Council's jobs web page:

[Lewisham Council Jobs Page](#)

About this Easy Read



This information was made into Easy Read by Door in the Wall Arts Access C.I.C.



We made it in September 2024.