

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation: Disability and Co-Production Policy Officer **Grade:** PO6

Reports to: Head of the Chief Executive's Office **Grade:** PO8

Directorate: Chief Executive's Directorate **Section:** Strategy, Transformation, Equalities & Performance

Main Purpose of the job:

- To provide advice to senior officers of the Council and senior representatives of the Lewisham Strategic Partnership on the impact of decisions on residents who are deaf and/or disabled.
- To lead evidence-based strategy and policy development on disability, working collaboratively with a range of stakeholders and disciplines across the whole organisation.
- To support consultation and engagement work for the Council and provide support to service areas to ensure robust and effective engagement work, which connects with deaf and/or disabled residents.
- To lead the Council on its approach to co-development with residents who are deaf and/or disabled, ensuring their voices are heard and that their perspectives are taken into account throughout the decision-making process.

Summary of Responsibilities and Personal Duties:

1. To take the lead role and responsibility for developing, negotiating and implementing policy and strategy solutions on issues affecting deaf and/or disabled residents in Lewisham.
2. To gather and analyse a range of evidence, research, data and intelligence in order to develop practical, joined-up policy and strategy solutions to complex issues facing deaf and/or disabled residents.
3. Champion the importance of EDI within the council, including contributing to training and development programmes to enhance knowledge and foster an inclusive and positively diverse culture.

4. To collaborate with the Council's Data and Insight Team to complete analytical modelling and forecasting to assess future strategic opportunities for change and improvement, and enable evidence based decision-making practice.
5. To support the Council's consultation and engagement work, ensuring it effectively engages with deaf and/or disabled residents, taking their views and lived experiences into account and ensuring a co-production approach.
6. To embed a co-production approach within the Council as it relates to disability, championing its importance to all services and acting as a Council expert on co-production methods and models for delivery.
7. To continue to develop and deliver the Council's response to the recommendations made by the Lewisham Disabled People's Commission, including specifically the development of a Disabled People's User Led Organisation.
8. Work directly with disabled residents in an active way to plan, design, review and co-produce policy and services that affect their lives, removing the barriers that disabled residents face.
9. Draft and present reports to the Executive Management Team, Cabinet, Scrutiny committees, Senior Management Teams and local partnership bodies in relation to the production of policy and its impact on deaf and/or disabled residents.
10. Keep fully up to date with national and local developments with regards to disability and accessibility. This will entail contact with national associations, central government departments, disabled people's organisations locally and nationally, and other local authorities.
11. Assist in and lead the development of submissions or responses to key national and regional policy reforms and proposals that relate to disability. Advising the Council on the impact of those reforms on local government.
12. Represent the Council at internal and external meetings and working groups.

To carry out the duties of the post with due regard to the Council's Dignity at Work Policy and core values.

All employees are required to participate in Appraisal process and to undertake appropriate training and development identified to enhance their work.

All employees are required to comply with the Council's Health & Safety policies and procedures at all times, taking due care for themselves,

colleagues and members of the public.

Assist in carrying out the Council's environmental policy within the day to day activities of the post.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to making reasonable adjustments for a disabled postholder

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE
DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Internal contacts: Members, Chief Executive, Executive Directors, Directors, Service Group Managers and all staff across the organisation

External contacts: Disabled People's Organisations, The Local Strategic Partnership, other Public Sector Organisations, e.g. Local Trusts, CCG, Government Departments such as the Home Office, DfE, DWP, Cabinet Office, DLUHC, Voluntary Sector Organisations and regional bodies such as London Councils and the Greater London Assembly.

Grade and number of immediate subordinates: 0

The postholder will be expected to supervise project teams as appropriate, some of whom may be at a senior level within the organisation. This will be an everyday feature of their job role and the members and numbers of staff supervised will change dependent on the project being undertaken. The postholder will also manage multiple project teams at one time, which may involve external stakeholders.

Person Specification

Job Title:	Disability and Co-Production Policy Officer	Post No:
Directorate:	Chief Executive's Directorate	Grade: PO6

NOTICE FOR THE CANDIDATE

We would specifically welcome candidates who have a lived experience of disability or related personal or professional experience. This may be through being disabled, working professionally with disabled people, or through interactions in your personal life. Please refer to this experience as part of your application for this role.

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post. Those categories marked 'S' will be used especially for the purpose of shortlisting. Only those applicants who meet these requirements will be shortlisted. You should therefore address these fully in your Application Form.

Equal Opportunities

Aptitude for extending equal opportunities in service design, improvement and delivery.

Demonstrate commitment to the principles of equality in employment and service delivery

Commitment to implement the Council's Dignity at Work policies

Knowledge and Experience

Lived experience of Disability. *Lived experience refers to knowledge acquired through direct and personal experience, such as being a Disabled person, a carer, etc...* **S**

Expert understanding of issues affecting deaf and disabled people, and knowledge of the wider disability sector **S**

Knowledge of the current financial and strategic challenges facing Lewisham and local government. **S**

Experience of effectively devising and implementing solutions to the issues affecting deaf or disabled people and delivering a successful outcome.

Knowledge and experience of analysing and presenting data to senior management to enable effective decision making. **S**

Proven experience of proactively working on own initiative, under pressure to tight timescales, managing and prioritising workload.

Experience of leading on innovative projects which have impacted the lives of deaf and/or disabled people.

Expert knowledge of methods of co-production, and how co-production could be delivered in a local authority setting.

Excellent political awareness.

Skills in different consultation methods and engagement techniques. Ability to achieve major cultural and organisational change through planning, motivation and negotiation. **S**

Able to influence and negotiate effectively with external partners and agencies, local community groups and other Local Authorities.

Personal Qualities

Personal authority and stature to lead by example, giving confidence of your expertise to senior officers. **S**

Able to act corporately and collaboratively.

Inclusive and supportive team player.

A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect

Adjustments

If you are a disabled person but are unable to meet some of the job requirements specifically because of your impairment, please address this in your application. If you meet all the other criteria you will be shortlisted and we will work jointly with you to find ways in which the job can be changed to enable you to meet requirements.

The intention of the Council is for this role to be as flexible as possible to best suit the needs of the successful applicant. This is intended to be a hybrid role with occasional work from the office, in person meetings or events. However, we will work around the needs of candidates and adjustments will be made to ensure that candidates can work from home as frequently as they need to as long as they are able to fulfil the job criteria.

