

LONDON BOROUGH OF LEWISHAM

JOB DESCRIPTION

Designation:	Corporate Equalities Adviser	Grade:	PO6
Reports to (Designation):	Head of Strategy, Policy and the Chief Executive's Office	Grade:	SMG3
Directorate:	Chief Executive's	Department:	Strategy, Transformation, Equalities & Performance

Main Purpose of the job:

- To provide advice to senior officers of the Council and the Mayor and Cabinet on the equalities impact of decisions.
- To lead evidence-based strategy and policy development on issues related to equality, working collaboratively with a range of stakeholders, residents and services across the whole organisation.
- To lead the Council's corporate approach to equalities, including management of equalities governance, Corporate Equalities Board and the Council's approach to Equalities Impact Assessments, providing expert advice and support across service areas.

Summary of Responsibilities and Personal Duties:

1. To take the lead role and responsibility for developing, negotiating and implementing policy and strategy solutions on equalities.
2. To gather and analyse a range of evidence, research, data and intelligence to develop practical, joined-up policy and strategy solutions to complex issues facing different demographics within the borough of Lewisham.
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 work alongside the Council's Disability and Co-Production Policy Officer, ensuring a joined-up approach and effective policy creation and oversight.
6. Develop innovative engagement approaches to target underrepresented groups, recognising and addressing the specific barriers they may experience.
7. 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 different demographics within the borough

8. Keep fully up to date with national and local developments with regards to equalities and the Public Sector Equality Duty. This will entail contact with national associations, central government departments and their agencies and the creation and sustaining of relationships with other local authorities.
9. Assist in and lead the development of submissions or responses to key national and regional policy reforms and proposals that relate to equalities.
10. Represent the Council at internal and external meetings and working groups.

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

External Contacts: This will include: The Lewisham Strategic Partnership, Government Departments such as the Home Office, DfE, DWP, Voluntary Sector Organisations and regional bodies such as London Councils and the Greater London Assembly. You will also be expected to build relationships with local residents groups as required.

You must carry out the duties of the post with due regard to the Council's relevant policies, codes and procedures.

You must carry out duties with due regard to the Council's values and behaviours

All employees are required to participate in Appraisal and Performance Management processes and to undertake appropriate training and development, including mandatory induction training, identified to enhance their work.

You will be expected to undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

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

Number of fully managed staff: 0

Title: N/A

Grade: N/A

No of posts: N/A

Number of partially managed staff: 0

Title: N/A

Grade: N/A

No of posts: N/A

Please note: There may be a requirement in the future to manage one or multiple officers, depending on the programme of work required from the Council's Equalities Function.

PERSON SPECIFICATION

Job Title: Corporate Equalities Adviser

Grade: PO6

Department: Strategy, Transformation, Equalities & Performance

Note to Candidates

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.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

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

Equality & Diversity	
Awareness of and a commitment to Equality of Access and Opportunity in a diverse community	
Understanding of how equality and diversity relates to this post	
Knowledge	
Expert understanding of issues surrounding equalities, including the Public Sector Equality Duty and the statutory responsibilities faced by local authorities in relation to equalities	S
Knowledge of the current financial and strategic challenges facing Lewisham and local government.	
Knowledge of the primary equalities issues within the borough of Lewisham, and the ability of local government to influence them.	
Knowledge and experience of analysing and presenting data to senior management to enable effective decision making.	
Experience of acting as an organisational expert, ideally through the delivery of training or advice and support to colleagues	S
Experience	
Substantial experience of leading, developing and promoting policies on equality issues	S
Experience of effectively devising and implementing solutions to complex challenges specifically relating to specific demographics	S
Proven experience of proactively working on own initiative, under pressure to tight timescales, managing and prioritising workload.	
Personal Qualities	
Personal authority and stature to lead by example, giving confidence of your expertise to senior officers, including in public settings.	
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	
Circumstances	
Able to occasionally work outside and beyond the normal office hours to ensure deadlines and business objectives are achieved.	

Able to occasionally attend in person, evening meetings within Catford to present to residents and elected Members as required.	

Physical

Generally candidates must meet the standard Lewisham requirements for the post

DBS Disclosure Required **Basic** ☐ **Standard** ☐ **Enhanced** ☐

(Tick as appropriate – guidance available from your HR Advisor, if a DBS is not required please leave boxes blank)