

**London Borough of Lambeth
Job Description**

Job Title:	Development Manager - Lambeth Together Equality, Diversity and Inclusion
Grade:	PO6
Directorate:	Adults and Health
Division:	Adult Social Care
Responsible to:	Senior Manager in Adults and Health (AD Community Health and Engagement)

Main Purpose

Working with partners across Health and Social Care, this post will have a central role in developing the Lambeth Together Equality, Diversity and Inclusion programme of work for the partnership. This will also involve reviewing commissioning and service delivery plans for Adults to Health to ensure fulfilment of the Directorate's obligations in relation to Equalities legislation and related policy and guidance including the Race at Work Charter.

The Lambeth Together EDI (Equality, Diversity and Inclusion) Development Manager will lead, develop, and communicate the delivery of the Lambeth Together EDI plan across various stakeholders within the health and care system. The postholder is responsible for providing management and leadership of this programme of work, and related workstream(s), to ensure outputs and outcomes are delivered effectively and to time.

The postholder will lead work across the local health and care system, improving wider health equalities in and across the system.

Key Accountabilities

1. Develop, oversee and manage the Lambeth Together EDI plan ensuring appropriate ownership and engagement across the Lambeth Together Programme
2. Manage a robust performance framework and metric for measuring progress against the EDI plan
3. Ensure that Equality, Diversity and Inclusion plan and risk, quality and issue logs are developed and maintained for each part of the intervention areas in a robust and proactive manner
4. Support the recovery from Covid-19 pandemic in the borough including community-based support for those disproportionately impacted such as the BAME population and supporting engagement and analysis in order to support local learning
5. Implement and deliver specific elements of the EDI plan alongside key stakeholders
6. Develop and support partners across the Lambeth Together system, to deliver the Equality, Diversity and Inclusion plan
7. Lead and implement a series of digital poverty projects

8. Undertake appropriate simple and complex data analysis and benchmarking during programme development and delivery
9. Raise the level of awareness and active engagement in EDI matters
10. Lead on elements of learning and development, and provide advisory support, to improve knowledge and skills development in EDI across the partnership
11. Ensure that regular and appropriate update reports are provided and presented to the relevant stakeholders
12. Manage and maintain links and interdependencies with all key stakeholders, ensuring that risks and interdependencies are visible and highlighted, so that they can be managed to a successful outcome
13. Lead and support team members and stakeholders on project delivery, including identifying and linking in with other initiatives and ongoing service developments which may be relevant to the project/programme and impact on delivery of the project/programme
14. Ensure required documentation is in place for robust monitoring and governance and is of high quality. This will include detailed project plans, workplans, risks and issues log and other relevant project management tools.

Policy and Procedure Development

1. To produce a range of policies, procedures and guidelines relevant to Lambeth Together EDI issues. This will include managing co-production of these and consultation on them with citizens and other interested parties.
2. To review existing policies, procedures and guidelines in relations to impact or effect on EDI issues to staff and residents and recommend updates as necessary in order to address legislative and other national and local requirements.
3. To maintain an up to date, in depth, understanding of policies and procedures, external policy and strategy developments particularly where it relates to EDI, and best practice, in relation to identified responsibilities, and establish and maintain effective links with relevant teams.

General

1. To undertake special assignments and complex research and information projects in a diverse range of disciplines, including evaluation and analysis of policy, legislative, service, social and economic developments and trends, involving liaison with other Council services, local authorities, regional and central government bodies, and outside agencies as necessary
2. Follow up on Equalities Impact Assessments from organisational changes and advice management on action required to reduce the effect on people with protected characteristics.

3. To support the work of management where relevant, including in the areas of undertaking quality assurance and in supporting local developments in the Lambeth Together partnership.
4. Ability to prioritise and manage own workload, using initiative and working autonomously in a busy environment
5. To produce regular briefings, information and policy advice at a strategic level for verbal and written representations to the senior managers, councillors, and external organisations as required
6. To take all reasonable steps to complete any work undertaken within stipulated timeframes and given budget with the desired outcomes
7. To be available to participate in recruitment panel on occasion.
8. To undertake any other duties that may be required to meet the demands of the partnership. These may be varied from time to time to meet the needs of the service
9. To comply with the Council's on diversity and equal opportunities and health and safety

PERSON SPECIFICATION
Development Manager
Lambeth Together Equality, Diversity and Inclusion
PO6

<p>It is essential that in your written supporting statement you give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with a "Tick" (✓) on the person specification when you complete the application form.</p>			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
Qualification	Q1	Education to degree level or equivalent is desirable.	A✓
Key Knowledge	K1	A good understanding of equalities and diversity, including relevant legislation that affects health and social care services such as the Equality Act 2010	A✓
	K2	The judgement necessary to identify issues that may be politically sensitive and to act accordingly.	A✓
	K3	Knowledge of the national, regional and local health and care system	
	K4	Knowledge of the current EDI needs and challenges of the London Borough of Lambeth	
	K5	Excellent interpersonal and communication skills necessary to gain and sustain the confidence and commitment of colleagues.	
Relevant Experience	E1	Experience of developing and delivering programmes of work across multiple partners, demands and objectives	
	E2	Experience of work on equality, diversity and inclusion issues, challenges and/or projects	A✓
	E3	Experience of EIA processes and understanding of how to mitigate impact on minority groups	A✓
	E4	Experience of successful stakeholder relationship management, project management and strategic collaboration	
	E5	Experience of excellent verbal and written communication skills to suit a range of audiences	

		including senior managers	
	E6	Experiencing of delivering change and improvement projects	
Key Behaviours	B1	<p>Focuses on people is about considering the people who our work affects, internally and externally. It's about treating people fairly and improving the lives of those we impact. Put people at the heart of our work, after all that's our business. It's about making our processes fit people. For example,</p> <ul style="list-style-type: none"> • Models good professional behaviours and has a good understanding of supporting and working well with colleagues, key stakeholders and partners. • Strives for excellence 	
	B2	<p>Takes ownership is about being proactive and owning our personal objectives. It's about seizing opportunities, driving excellence, engaging with the council's objectives, and furthering our professional development. For example,</p> <ul style="list-style-type: none"> • Drives continual improvement and constantly thinks how to do this better, more efficiently or to a higher standard. • Works to the highest standards, delivers on personal objectives ensuring development of professional service requirements, demonstrating resilience to pressure and retaining due professionalism at all times • Resolves problems effectively after exploring the options and considering the implications. 	
	B3	<p>Works collaboratively is about helping each other, developing relationships, and understanding other people's roles. It's about working together with colleagues, partners, and customers to earn their respect, and get the best results. For example,</p> <ul style="list-style-type: none"> • Develops and maintains partnerships and relationships both internally and externally • Demonstrates commitment to colleagues, team objectives and promotes collaborative working with a variety of services to deliver key outcomes and objectives. 	
	B4	<p>Communicates effectively is about how we talk, write and engage with others. It's about using simple, clear and open language to establish positive relationships with others. It's also about how you listen and make yourself open to conversation. For example,</p> <ul style="list-style-type: none"> • Uses the most appropriate method of communication which meets the target 	

		<p>audience needs.</p> <ul style="list-style-type: none"> • Speaks in a clear and confident way, getting the key points across to a diversity of audiences. • Writes clearly and succinctly, conveying key information effectively and creating a positive impact. 	
	B5	<p>Focuses on results is about ambition and achievement. It's about making sure we are working towards the end product and considering the effect of our service. It's about making the right impact, having the right result and changing things for the better. For example,</p> <ul style="list-style-type: none"> • Works efficiently, aims high, takes ownership and consistently looks to improve processes. Meets or exceeds personal objectives and service targets. • Is financially astute, ensuring best value is obtained within a context of keen commercial awareness to ensure the best outcomes. 	
Special Requirements	S1	Some weekend or evening working required.	