

London Borough of Lambeth

JOB DESCRIPTION

Job Title: Head of Policy, Equalities and Participation
Grade: SMG3
Department: N/A
Division: Strategy and Communications
Business Unit: Policy, Equalities and Participation (PEP)
Responsible to: Director of Strategy & Communications
Responsible for: Senior Strategy & Policy Manager (Equalities and Communities)
Senior Policy & Partnerships Manager
Senior Consultation & Participation Manager
Research and Insight Manager

Main purpose of post

- To lead on general policy, EDI policy, strategy and consultation & engagement activity across the council. Working with the Chief Executive, Strategic Directors, Directors and other senior staff, as well as the Leader and Cabinet, the post will develop and ensure the delivery and implementation of key policies and strategies in support of the Communications and Engagement Strategy, itself an enabler of the Borough Plan.
- To lead the work on equalities, diversity and inclusion, in line with our Equality Commission commitments and supporting the wider EDI programme.
- To lead work on liaison and partnership work with the VCS sector in Lambeth, as well as stakeholder activity across a range of policy areas.
- To be the lead for internal policy development, working with colleagues at the highest level, including those listed above.
- To lead the work of the Consultation and Participation team, ensuring effective dialogue, participation and engagement of Lambeth's richly diverse communities in the work of the council.
- To ensure the delivery of the annual Residents' Survey and other bespoke research, supporting policy development and activities more widely across the Strategy & Communications division and council.

Key Unit Accountabilities

1. To lead on the development and execution of the policy, equalities (EDI) and communities plan for the council, as part of the Communications & Engagement Strategy.
2. To manage the work of the Strategy & Policy Manager (Equalities and Communities), ensuring effective and high-quality policy development and support in the spheres of EDI, support and work with the VCS, with community groups and other organisations, as necessary and appropriate in support of the Borough Plan and council priorities.

3. To manage the work of the Senior Policy & Partnerships Manager ensuring effective and high-quality policy development and support across a range of spheres, in line with the policy priorities of the administration.
4. To ensure an effective and high-quality Consultation and Participation function, which is innovative in its approach, has a strong understanding of EDI principles and which places meaningful consultation and engagement with Lambeth's richly diverse communities at its core, supporting the development of policy and initiatives which help deliver the Borough Plan and widening participation of residents and others in the life of the borough and activities of the council.
5. To ensure effective and high-quality support for the Corporate Equalities Panel, working with the Director of Strategy & Communications, the Cabinet Member for Equalities and other Members and senior officers in Legal & Governance directorate and elsewhere as required, to deliver a programme of effective EIA analysis, support and delivery across the council, in line with our Equalities Monitoring Policy and EIA principles.
6. To ensure an effective and high-quality research capability, including the annual commissioning and delivery of the Residents' Survey and other research activities as required, so that our interventions are based on empirical evidence.
7. To lead on the development and maintenance of the Strategy & Communications Business Continuity Plan.
8. To manage and be accountable for the work of the Senior Policy & Partnerships Manager for the Lambeth First Partnership Board (LFPB), including liaison with senior elected Members (including the Leader of the Council and the Cabinet), the Chief Executive and senior (strategic) directors and with Democratic Services colleagues to develop the agenda for meetings and ensure LFPB content is meaningful and supports Borough Plan evaluation and delivery.
9. To support and influence others' thinking and negotiate to achieve optimal outcomes for the council, working extensively with senior elected Members (including the Leader of the Council and Cabinet, the Chief Executive, (strategic) Directors, senior management, external partners, regulators and stakeholders and have significant influence on the authority's policy approaches.
10. To act as the professional lead for the council in the policy sphere, securing the co-operative support and compliance of senior colleagues across the council and partners as necessary to ensure consistency of approach and evidencing the impact of this activity, including taking responsibility for the appropriate regulatory and specialist requirements.
11. To deputise for the Director of Strategy & Communications, as required.
12. To provide advice and guidance at the highest level to the Chief Executive, Strategic Directors and senior staff as well as elected Members (including the Leader and Cabinet) on policy and EDI matters.
13. To act as the service lead in relation to the functions within the purview of the post.
14. Take a lead role in the regular review and revision of the council's long-term business strategy and plans, taking account of complex factors and relationships including, but not limited to, financial constraints, new legislation and government policy, sustainability, partnership opportunities and other strategic considerations.

15. To report to formal Council committees and other governance bodies that detail the policy and EDI implications of the council's activity and provide advice, guidance and a practical approach to these bodies around the way that they should shape and deliver the council's services.
16. To be accountable for the planning, articulation, delivery, monitoring and reporting of policy, strategy and EDI services to the highest professional standards.
17. To drive change and transformation by developing and delivering innovative solutions in policy, strategy development and EDI approaches.
18. Ensure resources are managed to ensure effective policy, EDI and strategy support.
19. To be responsible for recruitment, training, staff appraisals, sickness, management and disciplinary matters within the Policy, Equalities and Participation (PEP) team.
20. To manage the budget of the PEP team, contributing as a member of the Strategy & Communications Directorate Management Team (DMT).
21. To provide professional leadership for the Council's policy and EDI community, develop and agree an annual work programme for the team to ensure and promote the performance and professional competence of PEP staff by ensuring an enabling, outcomes focussed approach which helps deliver the Borough Plan.
22. To make effective and efficient use of the council's resources through a solid risk management strategy and approach; working with external suppliers and contractors to ensure the team and authority can achieve value for money and positively impact on outcomes and maximising opportunities to generate income on behalf of the council through agreed levels of contribution to the teams income target.
23. To report and respond to safeguarding concerns that may be identified and contribute as appropriate to the investigation of those concerns.
24. To undertake other duties which might be reasonably requested from time to time.
25. To work flexibly in undertaking the duties and responsibilities of this job and participate as required in multi-disciplinary cross-department and cross-organisational groups and task teams.
26. To take responsibility, relevant to the post, for ensuring that Council statutes and government legislation is upheld. This includes, amongst others; Management Compliance Charter, Environmental Policy, Data Protection Act, Race Equality Action Plan, Quality Assurance Plan, Health & Safety, Sustainable Construction and Recycling.
27. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

PERSON SPECIFICATION

Head of Policy, Equalities and Participation SMG3

<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 Confidence scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p> 			Shortlisting Criteria
Qualification	Q1 Q2 Q3	Educated to degree level or equivalent Evidence of ongoing professional development, including relevant high level academic and/or professional qualifications. Membership of relevant professional organisations	
Key Knowledge	K1	Extensive knowledge of policy formulation, performance and/or communications.	A ✓
	K2	Extensive understanding of the challenges relating to equalities, diversity and inclusion, including a critical understanding of policy interventions to reduce inherent and structural inequalities	A ✓
	K3	Extensive understanding of methodologies and approaches in terms of engagement and participation of all communities in the public sphere.	A ✓
Relevant Experience	E1	Considerable proven experience of working in a cross functional project management role	A ✓

	E2	Experience of managing complex strategic projects.	A ✓
	E3	Proven track record of developing effective internal and external working relationships with a variety of stakeholders	A ✓
Core 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.</p> <ul style="list-style-type: none"> • Being open to challenge our processes that are not achieving its aims and action where things are not working. • Maintaining and developing staff by doing one-to-ones, appraisals, and team meetings • Corporate vision on our expectations of providing a good service 	
	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.</p> <ul style="list-style-type: none"> • Setting a good clear vision and culture • Empowering your managers and staff to be accountable for their work • Being supportive and engaging, holding engagement sessions to talk with all your staff 	
	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.</p>	

		<ul style="list-style-type: none"> • Giving clear guidance on what collaborative working means for your service areas • Working collaboratively with other Councils, local businesses and organisations providing excellent service • Being a role model and showing collaborative behaviour, e.g. listening to opinions and building consensus in meetings 	
	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.</p> <ul style="list-style-type: none"> • Defining expectations and supporting teams to understand the councils vision, being clear on what success looks like • Having an open, honest dialogue with staff to hear what they are asking, then reflecting what they have said, and responding promptly • Creating a culture of celebrating success 	
	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.</p> <p>It's about making the right impact, having the right result and changing things for the better.</p> <ul style="list-style-type: none"> • Creating clear definitions of outcomes, establishing a clear line of sight from the Borough Plan, 	A✓

		<p>strategic priorities and outcomes to business plans</p> <ul style="list-style-type: none">• Working with managers and staff to identify how to achieve outcomes effectively• Setting clear expectations for conducting performance management to ensure priorities are met	
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