

Job Description and Person Specification

Development Manager– Equality,
Diversity and Inclusion

A Lambeth to be proud of



Job Title: Development Manager- Lambeth Together Equality, Diversity and Inclusion

Department: Adult Social Care

Grade: PO6

Reports to: Senior Manager in Adults and Health (AD Community and Engagement)

Job 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.

Responsibilities

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 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. Follow up on Equalities Impact Assessments from organisational changes and advice management on action required to reduce the effect on people with protected characteristics.
2. 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.
3. Ability to prioritise and manage own workload, using initiative and working autonomously in a busy environment
4. 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
5. To take all reasonable steps to complete any work undertaken within stipulated timeframes and given budget with the desired outcomes
6. To be available to participate in recruitment panel on occasion.

7. 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
8. To comply with the Council's on diversity and equal opportunities and health and safety

PERSON SPECIFICATION

It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A). You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted. 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 "Ticks" (✓) on the person specification when you complete the application form.			Shortlisting Criteria
<i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i>			
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	✓A
	K4	Knowledge of the current EDI needs and challenges of the London Borough of Lambeth	✓A
	K5	Excellent interpersonal and communication skills necessary to gain and sustain the confidence and commitment of colleagues.	A
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	
	E4	Demonstrable project management skills.	
	E5	Experience of excellent verbal and written communication skills to suit a range of audiences	✓A

		including senior managers	
	E6	Experiencing of delivering change and improvement projects	
Qualification	Q1	Educated to degree level standard or professional qualification or relevant work experience	A

Core Values and Behaviours		Equity • Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter. • Ensure fairness and justice is at the heart of my decision making and support to my team and others. • Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do. • Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part • Take positive action to ensure everyone in my team has opportunities to learn and grow at work • Encourage everyone to be themselves at work and value who they are • I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.	
		Kindness • Treat each member of my team with respect and dignity just as I would want for myself. • Encourage each member of my team to do their very best work and am available to them to provide support and guidance. • Personalise my support to each team members and look out for them, lending a hand wherever I can • Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together • Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard • Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals. • Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth. • Look after the health and wellbeing of my team members and encourage open and regular	

		discussions about the issues that impact on them, working together to find solutions.	
		Accountability • I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way • I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives. • I ensure my team plan ahead, getting the basics right and take swift action when problems arise • I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others. • I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track. • I share my learning, knowledge and skills with others thorough coaching and mentoring and encourage others to do the same. • I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do. • I encourage my team to learn and grow and ask questions to find the information they need to do their jobs	
		Ambition • Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do. • Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved. • Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together • Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes	

		• I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities. • Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries. • Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.	
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