

Role Information

- **Role:**

Strategic Lead Co-production – “Nothing About Disabled People Without Disabled People”



Strategic Lead: this means the person that leads a piece of work, sets long term goals and plans the way to meet those goals.

Co-production: this means that Disabled residents and decision makers are working together in an active way to plan, design and review policy and services that affect our lives, to get rid of the barriers we face.

- **Area:**

Public Services Reform, this is the area that looks at changing public services to meet the needs of the people it works with.



- **The person you report to:** this means the person in charge of making sure you do your job well

Senior Manager of **Public Services Reform**



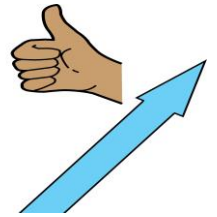
Public Services Reform: this is the area that looks at changing public services to meet the needs of the people it works with.

- **The people you are responsible for:** this means the people you are in charge of



- **Grade:** this means the level that the job is at

Senior Manager Grade 3



The aim of this Role

This person will be in charge of leading the work of the Hammersmith and Fulham **Co-production Implementation Group**. You will be in charge of **strategic planning** and making sure the work is going in the right direction.



Co-production Implementation Group: this is the group that is in charge of making sure co-production happens in the Borough. They are in charge of making sure that the changes needed are made so that co-production can happen.

Strategic planning: this means big picture planning.

You will also be in charge of making sure that the planned work of the Hammersmith and Fulham Co-production Implementation Group is carried out across the borough.



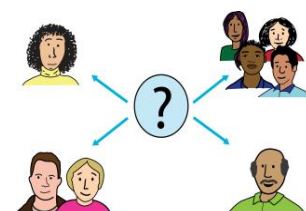
You will build relationships with **residents**, Councillors and officers and key organisations and **stakeholders**. You will make sure that work done is reported to the Implementation Group.



Residents: this means people living in an area.

Stakeholders: this is a person or organisation with an interest in the work being done.

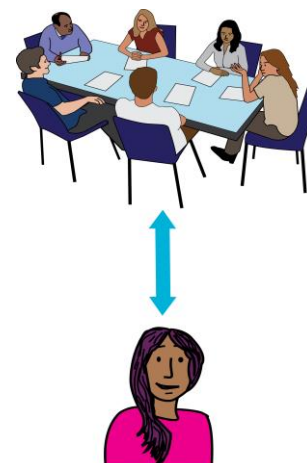
You will make sure that the work is done in an open way so that residents and local Disabled People's Organisations know what is being done.



Main responsibilities

As the Strategic Lead for Co-production you will work across different areas to change the culture in:

- The local authority
- Voluntary organisations
- Health organisations
- With Disabled people who use services



This is to make sure that all services run by the local authority are co-produced with Disabled people who use them.



You must report to the Co-production Implementation Group about the work that you are doing. This Group is made up of Councillors, Disabled residents, and **strategic officers**. You must show the group that you are keeping to the work plan.



Strategic officers: these people work for the council. They work on big picture planning and making sure that the work being done stays on track.

You must also show the Group that you are working on and carrying out our co-production strategy. You must make sure learning is happening with:

- Staff
- Partner organisations
- Service users

This is to make sure lasting co-production is at the centre of how we plan, run and review services.



You will be responsible for checking that we are meeting our big picture aims over all departments in the local authority. You will also be responsible for getting together Disabled resident's experiences of change in their day to day lives.

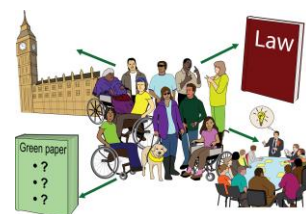


You will work to push for a culture of **self-determination** and choice for Disabled people. This is so that Disabled people can bring new ideas forward and be a part all the way through our co-production work.



Self-determination: this is when a person has control over their own life.

You will make sure you are up to date with national and local issues for Disabled people. You will tell people outside Hammersmith and Fulham about our work.



You will lead on making sure all the work of the Hammersmith and Fulham Co-production Implementation Group is accessible and inclusive. This should be for all Disabled people and Disabled people from **marginalised communities**.



Marginalised communities: these are communities that are left out of society.

You will work with officers and Disabled people to decide on new ways of working, such as:



- **Local social value criteria:** this is a way of choosing which organisations should run different services. It means that when the Council choose which organisation will run a service, they must look at extra things that organisations give back to society.



They must run the service in a way that is good for society and do as little harm as possible to the local area and the environment.



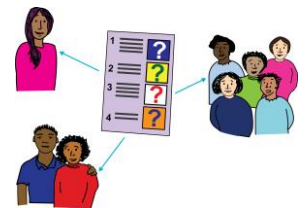
- **Outcome based commissioning:** this is another way of choosing which organisations will run services. It means that they should not only look at how the service will be run, but at other things that are important to service users. For example, this could be, supporting people to reach their personal goals.



This should build on good ways of working that are already happening and also good ways of working from other places.



Make sure that Disabled residents who use services or get support, are at the centre of everything. 'Nothing about Disabled people without Disabled People', as it says in the Commission's report.

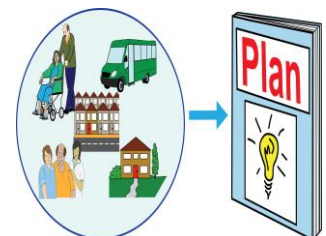


This means that Disabled residents should be part of **commissioning** and all work that is planned and put into place, from beginning to end.



Commissioning: this is the way that services are planned and bought in a local area by the council.

Plan and put into place an accessible communication plan. This should tell the council how it will be using co-production in all departments. This will make sure everyone has all of the information they need.



Put together a work plan that is led by the Implementation Group. Other members of staff should be **consulted** about this work plan. This work plan should set out the work of each co-production officer in the departments that they work in. You are in charge of making sure that the work plan is being carried out.



Consulted: this means a person is asked what they think about something e.g. a plan, a document or a change.

Support the **capacity building** of Disabled People's Organisations. This is so that Disabled people across Hammersmith and Fulham have the skills they need to take part in co-production as equals.



Capacity building: this means building the skills, tools and other resources of an organisation.

Lead the planning and setting up of a shared training and skills **programme**. This is so that Disabled people, residents, Councillors and staff in the local authority and partner organisations in Hammersmith and Fulham have what they need to take forward co-production.



Programme: this is a project or a piece of work.

Make sure that all services paid for or run by the local authority are reviewed by the Disabled people who use them. You will be in charge of reviewing this work and making sure that it happens in an **independent** way.



Independent: this means that the services are reviewed by people who are not part of running the service.

Work with Strategic directors and Councillors to help put together a **budget**. The co-production budget should be clear, open and **realistic**.



Budget: this means money plan.

Realistic: this means that the planned amount of money for co-production is as close as possible to the amount that the Council will be able to spend.

You should make sure the Council has the information that they need for their budget each year. Also, you should work to look at other ways of getting money from outside the Council, to support different areas of work.



Work in a **flexible** way with the Public Section Reform **Commissioning Teams**. This is so that when needed, different teams and services can work together and support each other.



Flexible: this means things can be changed when needed, things do not need to be done in a certain way.

Commissioning Teams: this means the teams that work to plan and buy services in a local area.

Build relationships in local **operational teams**. This is so that there is good communication and close working on shared work. This can be in both a planned way and in a less planned way. Give the right amount of support to all work programmes.



Operational teams: these are the teams of people who work with local people and the people that run services.

Lead on building relationships with key co-production contacts, locally and nationally. Speak about the councils work on co-production at different events, locally and nationally. This may mean with Government departments, the Greater London Authority, London Councils, Transport for London, and the NHS.



You will be the voice of local Disabled residents, talking about the things that they are worried about.



Build good communication messages for the media working with the Council's communication team. Plan and put together the documents, information and resources needed to tell people about the work.



Make sure employees can grow and are well managed. When needed this may mean going against the ways things are normally done and looking for new ways of getting better results in services.



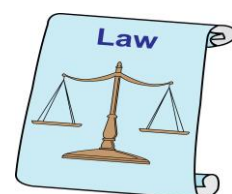
Be a part of working at all levels of the organisation instead of there being a limit to just working in your area and not being able to go outside of this.



Skills and experience needed to do this role



- Direct lived experience of being a Deaf or Disabled person.
- Understand and agree to work to the social model of disability and the values of Nothing about Disabled People without Disabled People.
- Know about the national and local issues facing Disabled people.
- Know about the law in place to protect and push for the rights of Disabled people.
- A **strategic thinker** with evidence of using their skills in a successful way to make an idea into a real-life experience.



Strategic thinker: this is someone who thinks about how everything fits in to the big picture plan.

Evidence: this means proof or showing that you have done something by giving examples.

- Be able to **negotiate, influence** and make change happen. Be able to build working relationships with people from very different backgrounds.



Negotiate: this means to talk about things and find a way forward.

Influence: this means to be able to have an effect on something or someone.

- Excellent communication and presentation skills. Be able to communicate in a successful way with different people, at different levels and from different backgrounds. This should be done, meeting the communication needs of Deaf and Disabled people.



- Excellent **interpersonal skills** and team working skills. Show evidence of building **partnerships** and motivating and leading people to co-produce.



Interpersonal skills: this means being able to talk to or work well with other people.

Partnership: this means working together or building a relationship with a person or organisation.

- Excellent organisational skills, this means being able to **prioritise** when there are many important things to do. Be able to work on your own without anyone watching over you.



Prioritise: this means decide what is most important.

- Be able to work in co-production with the implementation group and when carrying out the work plan.
- Have had a leadership role within a Disabled People's Organisation, a public, private or voluntary organisation.



- Show you are able to manage, promote and build projects and partnerships in a high level role.
- A lot of experience of setting up and managing accessible and inclusive activities and services.



Attitude Matters

Your skills and ability are important however, we decide who will get the role by looking at their attitude as much as we look at their experience. We are looking for people who have the following qualities:



Complex problem-solving (dealing with difficult problems): This means being able to work as part of a complicated system and finding easy ways of dealing with issues. It also means getting results that lead to real change.



Critical thinking (using information to think in a clear way about new ways of doing things): This means using evidence to go and find new and better ways of doing things. You can give reasons for decisions and build an opinion quickly using information coming from many places.



Creativity: You work in a way that shows how doing things differently and creatively can change situations for the better. You can put together creative ways of dealing with things that lead to results that people can see and measure.



People management: You can get the best out of people. You have a coaching way of working and push for people to do their job in a better way and be better people.



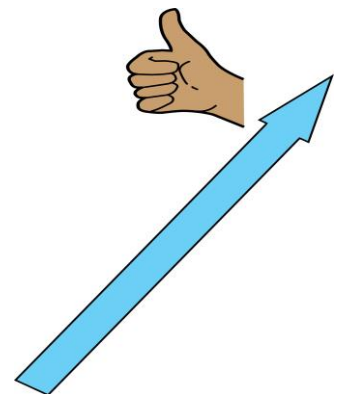
You are clear about what you expect from people and have very good feedback from your team about how they feel at work. You see and support people as individuals.



Coordinating with others (working together and making decisions with others): You are good at working well with others. You feel confident about your character and the way that you work.



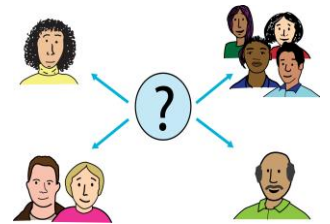
You can show how you have moved forward and continue to move forward in the way you work with others. You can also see how others work, think, and feel, to get the most out of working together with them.



Emotional intelligence: You have a high level of self-awareness and self-control in many different situations. This could be when in one-to-one talks or when looking at how teams and groups are working.



You can see why people do what they do and show that you understand other people's point of view and situation. You can use a wide range of skills that help you to change how you work for different situations.



Decision making: You can look at many different opinions or ideas and make decisions, giving evidence about why you have made the decision. You can take responsibility for your decisions and actions.



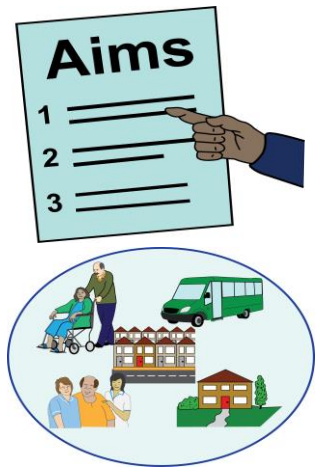
Where you are not sure or there is not enough evidence, you can show how you understand this and be flexible in making decisions.



Negotiation (talking and deciding on a way forward): You can show that you understand the number of skills and ways of negotiating needed, to work successfully with many partners. This means understanding how to plan and carry out successful negotiation at all levels of the organisation.



Service orientation (work in a way that aims or focuses on services): You must be clear on your aim to push for excellent services. This means both the quality of services and work carried out, as well as meeting **objectives**. You and your team can show how your work in the organisation and service helps to meet our aims and objectives.



Objectives: the results you hope to get as a result of the work or activities you do.

Cognitive flexibility (this means thinking and working in a flexible way): Being able to see where you are working and change to meet its needs. You do this to make sure you can do as well as possible and support others to do the same. This should be used in situations where big change is happening.



Who we are

How we act is who we are. At the heart of our organisation is a way of working that we share, and this makes us 'who we are'. We are looking for people who can build this into everything they do.



We are Fair

We treat everyone with **compassion, dignity** and fairness. We value the views and opinions of others and push for opportunities for all.



Compassion: this means working in a kind and caring way.

Dignity: this means that a person and their opinions or wishes are important and listened to. This also means being treated with respect.

We are Caring

We care about our borough and doing things well. We work using standards and work to always make things better. We learn from our mistakes and celebrate success.



We are Collaborators: this mean we work together

We work together for a better society. We work with our residents, businesses, schools, organisations and others to get better results for everyone.



We are Driven: this means motivated

We will only be happy with the very best. We keep on working to get better at what we do and put our residents, customers and businesses at the heart of everything we do.

