

London Borough of Redbridge

Head of Policy and Equalities

About Redbridge

Redbridge is home to 311,000 residents, more than 350 local voluntary and community organisations and thousands of businesses. We are among the fastest growing parts of the country and the third most diverse London borough. Our communities are attracted by a mixture of excellent schools, relatively affordable housing compared to other parts of London, high quality open spaces and rapid transport connections into the heart of the city.

Our population is getting both younger and older - driving increased demand in both adults and children's services. A growing population has placed huge pressure on a housing stock built for a different era. The pace of change to meet these challenges is phenomenal.

Alongside our values of **Collaboration, Honesty, Excellence and Fairness**, we have an ambitious strategic delivery plan to make Redbridge a great place to live.

Job Description

Job Title:	Head of Policy and Equalities		
Accountable To:	Executive Director of Customers, Performance & Insight		
Grade:	LBR23	Salary:	£91,416 - £95,007 inc. London Weighting
Direct Reports:	TBC	Total Staff & Budget:	TBC

Purpose of the Role

The Head of Policy and Equalities is responsible for leading the Council's strategic approach to policy development, business planning, and equalities. The postholder will ensure that council wide strategies and policies are evidence led, forward looking and aligned with the Redbridge Corporate Plan and borough wide priorities.

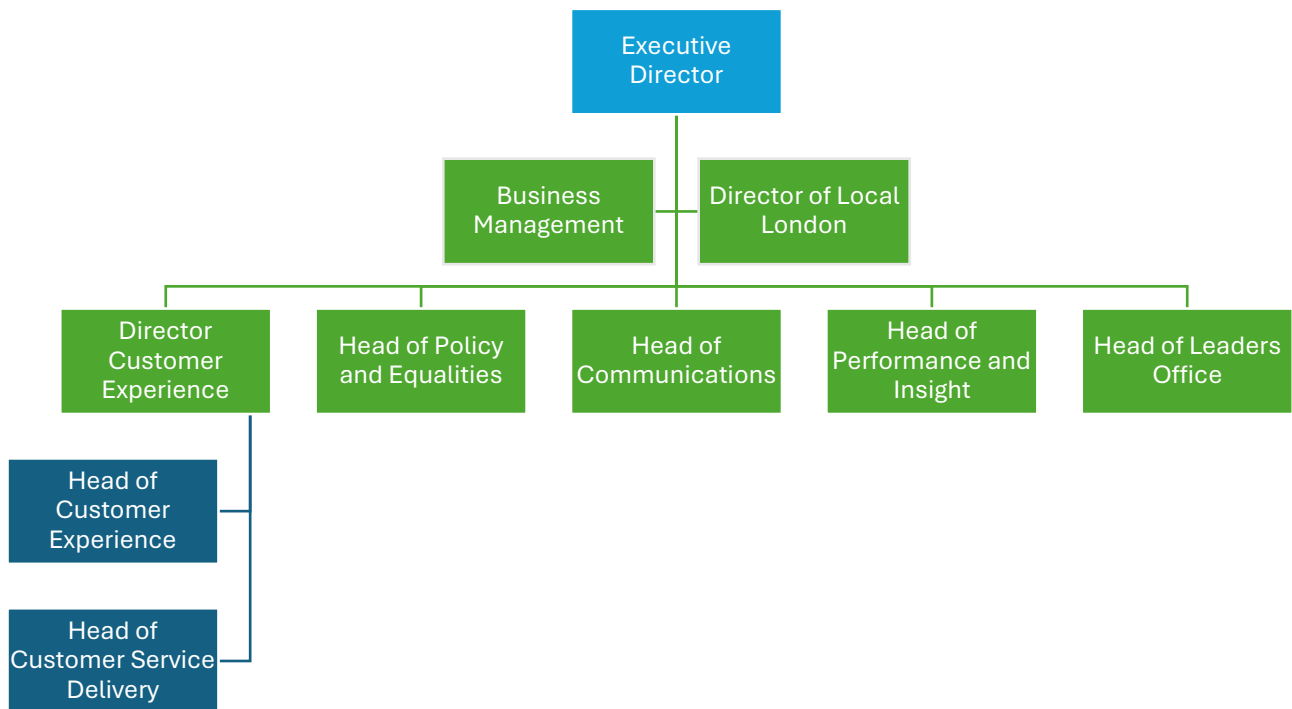
Working closely with the Chief Executive, Executive Leadership Team, Leadership Group and Elected Members, the role will provide strategic advice and drive the development of integrated corporate policy and planning frameworks that guide effective delivery across services. A key focus is to embed strong business and service planning practices that support long term outcomes, improve organisational coherence and enhance performance.

They will coordinate the work of Policy Development Committees, ensuring robust programme management, high quality outputs and a clear link between policy priorities and democratic governance. The postholder will champion innovation in policy practice, including the use of AI, research insight and strategic networks such as Local London, the LGA and the GLA to inform policymaking and strengthen Redbridge's external voice.

The postholder will also lead and champion the Council's Equalities function and approach, ensuring inclusive policy design, authentic resident involvement and impactful collaboration with the voluntary and community sector to improve outcomes for Redbridge's diverse communities.

- To uphold the Nolan [Seven Principles of Public Life](#).
- Effective **resource management**, including prioritisation, resource allocation and controlled spending while investing and spending for long-term value as well as near-term cost/benefit.
- To model a **culture of openness, inclusivity, learning and public service** and assure effective teamwork and corporate working.
- Impartially engage in the **political interface** and overlaps of officers with councillors, codes, standards, protocols and respect.
- To observe good and effective **governance** across the organisation.
- To support a culture of **continuous improvement**, encouraging learning and curiosity.

Directorate Structure Chart



Key Accountabilities

Service leadership

- Provide **direction for the Policy and Equalities Team**, ensuring alignment with the Council's strategic objectives.
- Take the lead in developing and implementing delegated **major policy and service improvement initiatives which** make a significant contribution to the achievement of the Council's corporate objectives.
- Lead the Council's **annual service planning process** to align business planning and performance measures with the aims of the Council's Corporate and Borough Plans.
- Work with the **voluntary and community sector to deliver a high performing grants programme** which is responsive to the needs of the most vulnerable people in the borough.

Corporate working

- Develop the **Council's Corporate Plan and service plans**, and work with service areas to overcome barriers to achieving the council's corporate aims and objectives.
- Ensure the Council has a comprehensive set of **integrated strategies** in place that assist the organisation in achieving its corporate objectives.
- Work with colleagues to develop a **policy framework** for the organisation
- **Brief and advise, as required, the Chief Executive, Executive Directors and other senior officers**, as appropriate, to raise awareness of emerging issues.
- Ensure strong **partnership relationships** to respond to shared challenges and opportunities.
- Oversee the development and implementation of large corporate projects.

Public Ethics

- Be responsible for the development of the external **Equality Diversity and Inclusion Strategy** and support service areas to develop excellence in equalities practice.

- Lead on external **equality and diversity issues** for the Council.
- Ensure that fairness is observed in **equal treatment, equal opportunity, relational equality, and equity**.

Politics and political interface

- Develop and maintain **effective working relationships** with elected Members.
- Promote a **culture of political awareness** amongst officers to help translate political will into appropriate future strategies and delivery of outcomes.

Good governance

- Work to ensure that **legal, financial, procedural** and other provisions governing the affairs of the Council, are properly observed and that appropriate action is taken to protect the best interests of the Council.
- Work to ensure that **risks** associated with Council activity are effectively mitigated, including the risk of fraud and corruption.

Continuous Improvement

- Play a **leading role in major transformation initiatives** across the Council.
- Lead on identifying **transferable good practice** pertinent to service improvement or reconfiguration.
- Responsible for exploring **innovations** capable of delivering efficiencies, service enhancement and/or addressing root causes of issues in the Borough.
- Support a culture of **continuous improvement and innovation**, identifying opportunities for **income generation**, with plans for the effective implementation of **efficiency savings**.

Other Duties

- Support the Chief Executive in relation to **emergency planning** and resilience, providing support for the co-ordination of all measures to manage an emergency affecting the Council during the response and recovery phases.
- Demonstrate commitment and support for **safeguarding** the welfare of children, young people and adults at risk.
- Ensure all duties are carried out in **compliance** with the Council's financial regulations, policies for Diversity, Equal Opportunities, Risk Assessment, Health and Safety and all relevant statutory or professional requirements.
- Perform **any other duties** imposed by law, or which the Council may reasonably require.

Person Specification

Qualifications

- Qualified to Degree level (or equivalent experience).
- Membership of a relevant professional body.
- Evidence of continuous professional development.

Knowledge

- Expert understanding of the work of a **corporate policy** unit.
- Knowledge of **research, service planning and project management techniques**.
- Understanding of the **equalities agenda** and local government's role within it.
- Essence of **public administrative law**.
- **The statutory role of local authorities and Head of Paid Service and the role of the council's core statutory officers** in assuring probity and propriety.
- **National and regional policy issues** which relate to local government.
- The **electoral basis of democratic legitimacy** and community engagement in the locality.
- An understanding of **tiers of government** and political differences between them.
- **Workforce best practice**, including planning, strategies, equality, diversity and inclusion and service-specific operational workforce plans.
- **Good governance principles** in the corporate and public sector, as well as internal processes of scrutiny and formal checks and balances.
- **Local Government financial management**.
- **Performance management frameworks**, techniques and principles.
- Proportionality rules for political parties and locus of decision making (**constitution and statutory regulations**).
- An understanding of **party politics, its structure, organisation** and connection with local civil society.
- An understanding of the political **make-up of the Council and its committees**, the responsibilities of councillors in their various decision-making, scrutiny and community leadership roles.
- Relevant statute, including **Civil Contingencies Act (2004)**, **Social Value Act** and local authority responsibilities.
- **Representation of the People Acts** and relevant guidance from the Electoral Commission and the Ministry of Housing, Communities and Local Government (MHCLG).
- Local authority **safeguarding duties & responsibilities**.
- **Health & Safety** legislation.

Experience

- Providing **high level policy and strategy support and advice** to Elected Members and senior managers.
- Strategically develop and deliver effective **equalities and diversity strategies** within a multi-agency environment.
- Excellent **partnership working** including consultation and negotiation.
- Experience of working with communities and community groups.
- Substantial and consistent **managerial achievement** at senior level.
- Ensuring employees are appropriately informed and developed and encourage a culture of cross-organisational and partnership working.
- Working in and adapting to a range of **political environments, holding regular conversations with Local MPs and political group leaders on the council's priorities for attention and action and discussions with all members** in their front-line community leadership roles.
- Proven experience of providing **performance management information**.
- Inclusively **leading and motivating a diverse team**.
- Experience of **planning and managing projects**, setting targets and ensuring these are met.

- Regular **engagement with statutory officers and chief officers** on changing political landscape locally and dynamics within and between political parties.
- Effective **budget management**.
- Effective **performance management**: reported metrics of relative cost-effectiveness to comparators.
- Creating a **positive culture of learning and improvement**.
- **Developing a street-level understanding** of a local area (its wards, districts, boundaries, and connections).
- Personal leadership in the achievement of **equal opportunity** in both employment and service delivery.

Skills and Abilities

- Ability to work well with the **third sector**.
- A high degree of **openness, honesty and personal integrity** with an ability to engender trust & confidence amongst peers, staff, residents & stakeholders.
- Ability to **manage calmly and with clarity of purpose** in highly visible and accountable circumstances.
- **Political acumen and sensitivity**, with the ability to develop productive working relationships with elected members.
- Have a clear, understandable and confident **communication style** and **negotiation skills** that foster team working and improves organisational effectiveness.
- Able to **deescalate tensions and de-personalise conflict** between individuals and parties
- **Data literate and excellent analytical and creative problem-solving skills**, holding a systemic understanding behind the numbers, with an ability to cut through to the root cause of an issue, including an ability to analyse, calculate and manage **risks**.
- Able to balance **management grip and empowerment** commensurate to risk and its mitigation through internal controls.
- **Personal resilience** with the capacity to cope with ambiguity, uncertainty and pressure and the ability to work under public scrutiny whilst maintaining a sense of perspective.
- Personal commitment to **continuous improvement and the development of others**.
- Ability to meet **tight deadlines and prioritise** workloads.

Additional Information

- The role will involve irregular working patterns and will require the post holder to be able and willing to work during these periods, including evenings and occasional weekends.
**The salary scale is inclusive and recognises the volume of work in addition to and outside the Council's normal office hours required by the post*
- This post falls within the 'politically restricted' category under the Local Government and Housing Act 1989. The detail of the restrictions this places upon you are as outlined in the Statement of Main Terms and Conditions of Employment.