

## **Job Profile Information: Accessible Information Specialist**

**This supplementary information for Accessible information specialist is for Level 3 Zone 1**

### **Camden Way Category 3**

**It is for use during recruitment, setting objectives as part of the performance management process and other people management purposes. It does not form part of an employee's contract of employment.**

#### **Role Purpose:**

To develop best practice in relation to the provision of accessible information to the professional multi-disciplinary team within Camden Learning Disabilities Service (CLDS), internal and external partners, providers and agencies working with People with Learning Disabilities (PWLD) across all sectors in Camden.

To be part of a team for the Council that makes statutory information accessible to people with learning disabilities with the intent that people with learning disabilities are able to access the full range of support, enabling the Council and other bodies to discharge its duty to make reasonable adjustments in the provision of information and services to this particular population group.

#### **Example outcomes or objectives that this role will deliver:**

- 1 Staff (from both statutory and independent sectors) are supported in the provision of accessible information for people with learning disabilities. This will include the provision of training for CLDS and related staff groups on the production of accessible information.
- 2 Production of professional high quality accessible information for CLDS which ensures that people with learning disabilities have the best opportunities to express their views which improve standards of support planning and quality of life outcomes.
- 3 To provide support, advice and professional guidance to staff in CLDS, LB Camden, Camden CCG, and C&I Foundation Trust and to co-ordinate and monitor requests and responses for accessible information.
- 4 To ensure that progress regarding the implementation of The Big Plan for people with learning disabilities is communicated regularly and effectively to people with learning disabilities, family members, service providers, health and social care staff and other key stakeholders.
- 5 To support the development of person-centred approaches by providing advice and consultancy on the development of accessible information for people with learning disabilities and carers on a diverse range of subjects.
- 6 To design, establish, and develop policies and procedures on the use of multi-media approaches, ensuring best practice and the successful achievement of good quality outcomes for people with learning disabilities in relation to their support planning.
- 7 To make information accessible to the most profoundly disabled members of our learning disability community to ensure they have the information to make their choices known and achieve their best outcomes.
- 8 To design and develop new and innovative training packages and provide training on accessible information for LB Camden, Camden CCG, C&I Foundation Trust and independent sector staff.

**People Management Responsibilities:**

May be required to direct the work of any supported interns working within CLDS

**Relationships;**

Internal: the CLDS Accessible information service supports the work of CLDS and is also a resource for the wider council so that we can all make the reasonable adjustments required by law in relation to information and support for people with learning disabilities.

External: the CLDS Accessible information service is a source of advice and support for Camden CCG, C&I Foundation Trust, external support providers including those commissioned by LB Camden and other organisations that may need to commission accessible information in order to meet the needs of disabled people

**Work Environment:**

Based at 5 Pancras Square or the main CLDS base or any other Council building as required

**Technical Knowledge and Experience:**

- Degree level education or equivalent, likely to be in a health, care or language based subject.
- Knowledge of the impact of disabilities on people's ability to live full lives as citizens and awareness of Department of Health and Social Care policies and guidance and policy direction.
- Good knowledge of multi-media tools and well developed IT skills.
- The ability to prepare and deliver high quality presentations to a variety of audiences. including senior staff from LBC/CCG, service users and family carers.
- The ability to plan and undertake project work, and to negotiate project outcomes.
- Ability to organise and plan a complex work load, often using initiative and creativity to meet project deadlines.
- Experience of communicating effectively and clearly through a variety of media and in-depth understanding of the range and complexity of communication considerations that arise.

## **Camden Way Five Ways of Working**

*In order to continue delivering for the people of Camden in the face of ever increasing financial pressure, we need to transform the way we do things. We call this the Camden Way. The Camden Way is a key part of our transformation strategy often referred to as the transformation triangle which links the Camden Plan, the Camden Way and the Financial Strategy together.*

The Camden Way illustrates the approach that should underpin everything we do through five ways of working:

- Deliver for the people of Camden
- Work as one team
- Take pride in getting it right
- Find better ways
- Take personal responsibility

### **Chart Structure**

**Head of integrated learning disability service**



**Speech & language therapy clinical manager**



**Accessible information officer**



**New post – Accessible information specialist**