

Kent County Council

Job Description: *Digital Accessibility Lead*

Directorate:	Strategic and Corporate Services
Unit/Section:	Infrastructure ICT Compliance and Risk Team (Joint Commissioning)
Grade:	KR12
Responsible to:	ICT Compliance and Risk Manager

Purpose of the Job:

The Digital Accessibility Lead works with Business Managers across KCC to help the Council deliver Inclusive and Accessible services to both its Staff and the Citizens of Kent.

The Digital Accessibility Lead identifies the impact of Central Government Policies on Inclusion/Accessibility and works with Senior Leaders across KCC to ensure that they are factored into the Directorates individual Digital Plans.

Main duties and responsibilities:

1. Act as overall Subject Matter Expert SME on Accessibility- manage KCC's Accessibility Audit Framework & stay abreast with relevant national guidance to ensure KCC remains legally compliant.
2. Managing Audit forward plan/annual reviews- prioritise Audits based on business- critical deployments versus existing risk. Review and sign-off of completed Audits passed over by the Accessibility Auditor.
Feedback/explanation of Audit findings where remedial action is required to both KCC Managers/Senior Leaders and product vendors, having regard for the impact of findings in terms of costs, timescales and risks.
3. Influence the shape of Directorate led Digital Strategies by attending Directorate Management Team meetings to in support of digital strategies to ensure they align to central government standards
4. Take on a solution focused approach when leading on the development of internal learning/guidance for use by KCC staff and/or KCC's partners ensuring it remains current to the prevailing standards and legislation.
5. Act as Accessibility Lead on the KCC Corporate Equality Group (CEG), chaired by KCC's General Counsel. Feedback quarterly Accessibility position to this group and the Corporate Management Team

6. Manage complex partnerships when attending KCC's Business Disability Forum Membership, and actively participate in the wider Accessibility community by feeding into regional/national events. Collaborate with Government Digital Service and other agencies on KCCs Accessibility position, and actively participate in discussions on the interpretation of the regulations.

7. Provide advice to Senior Managers in response to internal/external Equality Act challenges relating to Accessibility

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Organisational Responsibilities

All corporate directors, directors and senior managers have an explicit responsibility to deliver the collective agenda of the Council. These are fundamental elements of their role not an addition and are summarised as follows:

Whole Council

- Seek to improve the lives of all residents in Kent and economy of Kent
- Act as corporate parent to the Council's looked after children
- Take an active role in promoting and ensuring the Council's responsibilities for safeguarding are met.
- Understand, communicate and contribute to the delivery of KCC's strategic aims
- Meet statutory obligations and promote and ensure compliance with policies and procedures and the Council's Code of Conduct (Kent Code).
- Advise elected members and support the democratic process
- Promote the Council brand and enhance the overall reputation of the Council
- Understand and monitor the measures of performance, including customer insight, which define successful outcomes for KCC services
- Maintain and ensure a relentless focus on the customer
- Act to support the Council-wide need to deliver services within budget, thereby avoiding an overspend that could damage the financial viability of the Council
- Overcome professional and service silos to achieve the County Council's objectives.

Integration of Services

- Focus resources where they have the biggest impact
- Deliver services that are flexible and adaptable
- Integrate services within KCC and work with partner agencies to ensure a seamless customer experience
- Fully and inclusively engage all staff in the delivery of services, demonstrating the Council's leadership values and competencies.

Embedding Commissioning and Engaging relevant markets

- Establish an outcome focused organisation
- Meet the financial regulations and standing orders of KCC
- Challenge the status quo and engage with the market to constantly improve
- Ensure all services are delivered effectively and efficiently
- Proactively and continuously seek to improve service delivery
- Proactively manage risk to avoid inertia whilst not exposing the Council to needless and avoidable challenge or loss

Managing Change

- Understand and support the Authority's overall change agenda
- Deliver required outcomes of service specific change on time and to budget
- Understand the quality of staff, support their development, nurture those with talent
- Identify the skills for the future and the level of staff through robust workforce planning
- Identify and deal with underperformance.
- Deliver to agreed budget and income targets

Kent County Council

Person Specification: *Digital Accessibility Lead*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> Degree level education or equivalent
EXPERIENCE	<ul style="list-style-type: none"> Experience of managing an Accessibility Audit Framework Experience in applying Accessibility Legislation/Standards, including: <ul style="list-style-type: none"> Web Content Accessibility Guidelines 2.1 AA Standard (WCAG 2.1 AA) WebAIM Accessibility Best Practice Experience in understanding relevant legislation and how it needs to be applied into the business
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Skills in consulting with internal Business Leads, analyzing existing business processes and the requirements for change, and understanding the relevance of Inclusion/Accessibility standards and best practice, in order to ensure that KCC remains compliant. Technical skills in defining how Inclusion/Accessibility standards within ICT solutions deliver Inclusive/Accessible Technology Ability to gain trust and buy in from senior staff at all levels across the business, plus real empathy with both the management and end users in directorates and understanding of their business goals and operational constraints. The ability to work well with other ICT specialists, including those with more detailed knowledge in web technology areas, to jointly create Accessible Technology solutions that are pragmatic, and fit for purpose. The Ability to understand the likely costs, timescales, risks, dependencies in creating an Accessible and compliant Technology stack across KCC- particularly when dealing with remedial action as the result of a negative Audit. The ability to select and present the best options for remedial action (within the applicable vendor contract), in a form understandable to the non-specialist.

KNOWLEDGE	<ul style="list-style-type: none"> • Detailed knowledge of Accessibility Legislation/Standards, including: <ul style="list-style-type: none"> ◦ WCAG 2.0 to 2.1. ◦ Public Sector Accessibility (Web and Mobile) Regulations 2018. ◦ Equality Act 2010. ◦ WebAIM Accessibility Best Practice. ◦ Government Digital Service 'Digital Inclusion
	<ul style="list-style-type: none"> ◦ Agenda' 2017. ◦ Cabinet Office 'Digital Declaration'. • Knowledge of the wider Government Agenda on Digital Inclusion and its relevance to the delivery of Local Authority services. • Knowledge of Microsoft Office 365 suite, and its Accessibility features
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>