

QUEEN ELIZABETH OLYMPIC PARK

RECRUITMENT

RECRUITMENT INFORMATION



Welcome!

Firstly, we would like to thank you for your interest in applying for a role at the London Legacy Development Corporation. This job pack contains details of the post and some general information about our organisation. You can also find out more about London Legacy Development Corporation and [Queen Elizabeth Olympic Park](#).

Why work for us:

You will know Queen Elizabeth Olympic Park as the host of London 2012. Since then, we've evolved into a key destination for the UK; an inspirational place to live, work, study, play and visit.

London Legacy Development Corporation (LLDC) is the organisation that the Mayor of London has set up to deliver the regeneration of the area of east London around Queen Elizabeth Olympic Park. As a business, we are driving a pace of change which is simply breath-taking.

This means that today we do many different things, such as hosting major concerts such as Burna Boy, Beyoncé and Jay Z, as well as hosting events including Monster Jam and Major League Baseball. We have also built new homes, schools, universities, cultural institutions, and workspaces, to managing a beautiful Park and fantastic sporting venues, to running community education and sport programmes.

We are making Queen Elizabeth Olympic Park and the vibrant communities surrounding the Park into an attractive and inspiring place where people come together to achieve great things; a place where local talent is celebrated and the benefits of regeneration can be shared by all; and a place that attracts investment, improving local lives as well as driving national economic growth. We are proud to deliver the legacy of 2012, to develop east London for the benefit of those who live here and create a world class destination for generations to come.

Awe-inspiring Olympic and Paralympic venues have come together with an innovative vision to create Queen Elizabeth Olympic Park - a world-leading destination for sport, entertainment, enterprise, education, and relaxation. It's already attracted partner brands such as the BBC, the V&A, and Sadler's Wells.

Twelve years on from London 2012, and the time has come to electrify the capital again. You could be part of the team that creates a new legacy for future generations.

Our Application / Interview Process:

This is your chance to make a career move like no other, working with a diverse group of passionate people, to deliver a positive impact for the greatest city in the world. We are committed to opening up opportunities for diverse, local talent both as an employer and as a regeneration agency.

We are absolutely committed to better reflecting the communities we serve in east London, and we are looking for someone passionate about this too. We're keen to hear how your work and lived experience make you suitable for this role, and we'd especially welcome applications from people based in our local communities, and those from traditionally underrepresented groups. Above all, we want to understand how you will give us a better representation of the perspectives of those we are here to serve and how you can help us to continuously support and develop our inclusive culture to make LLDC the employer of choice.

To apply for this post, please follow the application instructions within the job advertisement and ensure that you provide the information that we have requested within our online application form.

We would also appreciate it if you would take the time to complete the Equality and Diversity Monitoring section. The information you give us will help us to refine our recruitment and employment practices and respond to the needs of the diverse range of people that our organisation comes in contact with. All details that you provide will be kept in strict confidence and will not be viewed by any member of the selection panel.

At LLDC, we appreciate that you may want a flexible approach to working. It's about giving our employees the opportunity to be adaptable, embracing new ways of working to improve our productivity and performance promoting hybrid working. This role will be considered for flexible working if required, which could be, for example, job share, part-time hours, or compressed hours. If this something you would like to consider, should you be successful at being invited to interview you will be able to stipulate your preferences then.

If you would like to discuss this role further, have any questions, or would like a version of any of the application material in an alternative format, please contact the People and Organisation Development Team on 0203 288 1800 or recruitment@londonlegacy.co.uk.

Guidance notes for the LLDC application process

To ensure that the process is fair, we require all applicants to provide relevant information about themselves. The information that you provide on the application is the only information that we will use in deciding whether or not you will be shortlisted for an interview. The same information will also form the basis of the interview.

Please be aware that we DO NOT ACCEPT CVs for any vacancies within the LLDC. Therefore, please complete the entire online application form, regardless of if you are applying using a one-click and apply function via an external job board.

Accuracy of Information

The information that applicants provide to LLDC, both on the application form and at the interview, must be accurate and complete. If we subsequently discover that any information provided is inaccurate or incorrect, we may withdraw the offer of employment, or if the discovery is made following the appointment, take action up to and including dismissal.

Equality and Inclusion

At LLDC we are committed to eliminating discrimination and operating an inclusive working environment. We believe that the effectiveness and quality of our work will continue to be maximised by employing people from a range of backgrounds and experiences, making full use of their talents, and promoting excellent working relations. Our aim is to attract a diverse talent that is representative of all sections of society.

Diversity, Equity and Inclusion is key to LLDC and you will be asked a diversity, equity and inclusion question at interview.

London Legacy Development Corporation is proud to have been awarded the Disability Confident Employer certificate. The Disability Confident Employer certificate is awarded by the Job Centre to employers who have a positive approach to employing people with disabilities.

As a Disability Confident Employer, we:

- Have undertaken and successfully completed the Disability Confident self-assessment.
- Are taking all of the core actions to be a Disability Confident employer.
- Are offering at least one activity to get the right people our business and at least one activity to keep and develop our people.



As London Legacy Development Corporation is an accredited Disability Confident Employer, where an applicant with a disability meets the essential criteria for any of our vacancies, they will be guaranteed an interview.

Recruitment and selection will be conducted on the basis of merit, against objective criteria that avoid discrimination. Shortlisting is carried out by more than one person and the HR department are involved in the process. Our recruitment procedures are reviewed regularly to ensure that applicants are treated on the basis of their relevant skills and abilities.

Employing people with convictions

Where the candidate has disclosed an unspent conviction on their application, the Director of People and Organisational Development will review the details in accordance with the Rehabilitation of Offenders Act to determine whether the conviction is of relevance to the position applied for. The candidate will be requested to submit a DBS check and undertake a risk assessment to determine their suitability for employment consideration.

Asylum and Immigration

The London Legacy Development Corporation requires evidence of the applicant's right to work in the UK and all candidates must complete the relevant section on the application form. When commencing employment, new employees are required to present their documentation, in its original format to be kept on file.

Data Protection

Any information that is supplied by applicants during the recruitment process, may be retained in both hard copy and electronic formats. The information is retained for the purposes of recruitment administration, the production of statistical data that is relevant to recruitment or equalities issues. Once appointed this data will then be used for personnel, payroll, and pension administration. In the case of unsuccessful candidates, data will be retained for a maximum of six months.

About LLDC

Who we are:

Formed in April 2012, the London Legacy Development Corporation's purpose is to use the once-in-a-lifetime opportunity of the London 2012 Games and the creation of Queen Elizabeth Olympic Park to change the lives of people in east London and drive growth and investment in London and the UK, by developing an inspiring and innovative place that people want – and can afford – to live, work and visit.

We are responsible for delivering one of the most important Olympic legacy promises made in the original London 2012 Games bid. This pledge concerns the physical legacy of the Games – the long-term planning, development, management and maintenance of the Park and its impact on the surrounding area after the London 2012 Games.

We are a Mayoral Development Corporation and therefore directly accountable to Londoners through the Mayor of London. We work closely with a number of organisations including the Mayor of London, the Greater London Authority, central government, our neighbouring boroughs, residents in local communities, local organisations, businesses and regeneration agencies and national and international sporting, cultural and leisure organisations.

Our history:

On Wednesday 8th February 2012, the Mayor of London announced his formal decision to create a Mayoral Development Corporation responsible for the regeneration legacy from the London 2012 Olympic and Paralympic Games.

The LLDC, which came into being on 1st April 2012, continues the work of the Olympic Park Legacy Company, with responsibility for Queen Elizabeth Olympic Park and the surrounding areas, as well as taking on some of the assets and responsibilities of existing regeneration agencies in the area, such as the London Thames Gateway Development Corporation (LTGDC). In October 2012, the Legacy Corporation also took over planning powers from the LTGDC and the Olympic Delivery Authority (ODA).

What we do:

LLDC's responsibilities include the development of land in and around Queen Elizabeth Olympic Park, the management of the Park estate, the coordination of strategic investment to the area, and the delivery of socio-economic outcomes which ensure that local communities can benefit from that investment.

We have many different roles, and our responsibility stretches beyond the boundaries of the Park itself:

- **We are a landowner and developer.**
- **We are a Local Planning Authority.**
- **We are a manager of the parklands and venues.**
- **We host and programme large and small events in the Park.**
- **We are an employer.**

Where we are going:

We are proud to deliver the legacy of 2012, to develop east London for the benefit of those who live here, and create a world-class destination for generations to come. As a Development Corporation, our powers and

responsibilities will evolve, and in time, ongoing responsibilities will be picked up by successor organisations. This is referred to as Transition.

This change will include opportunities for LLDC employees with some of these responsibilities starting to transfer at the end of 2024.

LLDC's Values, Vision, and Mission

Our Vision:

An innovative London metropolitan centre with a global focus, powered by inclusive growth and with community and opportunity at its heart.

Our Mission:

To use the opportunity of the London 2012 Games and the creation of Queen Elizabeth Olympic Park to change the lives of people in east London and drive growth and investment in London and the UK, by developing an inspiring and innovative place where people want - and can afford - to live, work and visit.

How we will deliver:

The Queen Elizabeth Olympic Park Strategy to 2025 sets out how LLDC will work with a range of partners, including the Growth Boroughs, to deliver the vision and mission. It sets out major priorities for the period, and a range of activities to support the delivery of three key objectives:

1. *Inclusive Growth*: A place in which people want to invest, enhancing local lives as well as national economic growth.
2. *Community*: An attractive and inspiring place where people come together to achieve great things.
3. *Opportunity*: A place where local talent is celebrated, and the benefits of regeneration can be shared by all.

These objectives will be supported by the following strategic enablers:

- A) Increased financial sustainability for Queen Elizabeth Olympic Park.
- B) Groundwork laid for post-Transition operation and oversight of Queen Elizabeth Olympic Park.
- C) A people-centred approach.

Delivery of the strategy will be in line with LLDC's core values:

- **Ambition**
- **Responsibility**
- **Excellence**
- **Collaboration**

How we do it:

Internal culture	Our values	External reputation
We promote innovation, new ideas and ways of working together.	Ambition	We are dynamic and open to new opportunities that are consistent with our underlying mission.
We do the right thing rather than the easy thing – and we do it well.	Responsibility	We are accountable and transparent – taking ownership of our commitments, and delivering them effectively.
We value all staff, developing their skills and potential and supporting them to meet and exceed their objectives.	Excellence	We are focused on delivery and achieving high professional standards in all we do.
We demonstrate teamwork across directorates, putting the interests of the organisation first.	Collaboration	We form partnerships with other organisations based on trust and respect.

These internal values inform Queen Elizabeth Olympic Park's brand values, which is how we appear to external audiences. They are:

Our brand promise: Inspiring every day.

Our brand values: Vibrant, Inviting, Inspiring.

Our customer service values: Friendly, Proactive, Informed and Personal.

London Legacy Development Corporation

DIVERSITY AND INCLUSION STATEMENT

“LLDC is committed to building an equitable, diverse and inclusive workforce to ensure that we can provide a social, cultural and economic benefit drawn from the talent and potential that exists in the East End of London. Our ongoing policies and strategies will continue to ensure that we achieve a workforce that is representative of our local community. As a result, the LLDC’s future efforts will be to maximise the considerable opportunities that Queen Elizabeth Olympic Park offers in the areas of education, cultural activity, employment and entrepreneurship.”

Lyn Garner, CEO

Our commitment to diversity and inclusion

We will only succeed in creating a successful, dynamic new metropolitan centre for London if we take a diverse and inclusive approach within our business and in our work with others. We are committed to doing the right thing, not just the easy thing – finding meaningful solutions (not superficial fixes) is where we will focus our efforts.

Our commitment to our employees

At LLDC we value and welcome talent in all its diverse forms and want to attract, retain and grow a high-quality workforce. Our commitment to diversity and inclusion is underpinned by our corporate values of excellence, collaboration, ambition and responsibility.