



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Assistant Director Strategy, Commissioning and Supply Management

Department: Adult Social Care and Health

Grade: [Local Managerial Grade 8](#)

Responsible to: Director of Adult Social Care and Health

Purpose of the Role:

The Assistant Director (Strategy, Commissioning and Supply Management) provides strategic leadership and management of the Policy & Strategic Development, Commissioning, and Supply Management teams in the East Sussex Adult Social Care and Health (ASCH) department.

Our aim is to develop services and support arrangements to meet peoples social care needs, as well as delivering preventative services, which provide early intervention to stop needs escalating and help people recover.

The postholder will provide strategic leadership for adult social care commissioned services, including the joint (ASCH / ICB) commissioning team, ensuring alignment with council priorities and statutory requirements. Leading a number of dynamic and agile teams they will co-design innovative solutions and deliver meaningful improvements through effective partnership working with independent sector social care providers, voluntary and community sector partners, and statutory partners.

In East Sussex we take a supportive and collaborative approach to working with the local care market. The postholder will be responsible for leadership of the Supply Management functions, comprising of brokerage, market support and business and market intelligence. Working primarily with the independent care sector, they will ensure appropriate and timely provision of packages of care; support timely hospital discharge, and support providers with quality improvements and in business continuity situations.

The role is also responsible for the Policy and Strategic development function, leading on Prevention, Commissioning Development and Policy. The ASCH Policy unit give adult social care staff the information they need to work effectively and in line with national and local adult social care requirements and priorities.

The post holder is a key member of the ASCH Departmental Management Team setting the overall direction, strategic management, effectiveness and efficiency of the ASCH department and creating the right culture and environment for our workforce to flourish.

Key tasks:

1. Contribute to the delivery of the vision, aims and business objectives of the Adult Social Care and Health Department.
2. Lead strategic commissioning across all areas of adult social care, including the Joint Commissioning Team, Integrated Community Equipment Service and Better Care Fund funded services and support where ASCH is the lead commissioner.
3. Responsible for commissioning services and support to enable people to live independently in their own homes and other community settings.
4. Lead and support the development of effective and appropriate relationships with stakeholder organisations, including independent care providers and East Sussex Partners in Care, the voluntary and community sector and East Sussex VCSE Alliance and statutory partners.
5. Responsible for the ASCH brokerage functions, ensuring timely provision of adult social care packages of care across residential, nursing, home care and specialist placements, including the negotiation of fee levels with independent social care providers and supporting hospital discharge.
6. Lead the ASCH Policy and Strategic development function, including the Policy Unit, strategic planning and commissioning development functions.
7. Responsible for leading the design, development and implementation of the Prevention Strategy.
8. Lead delivery of developed commissioning plans within allocated resources and in accordance with any pooled budget arrangements.

9. Ensure that all commissioning activity is delivered within legal and current procurement requirements and regulations.
10. Responsible for the effective management of the divisional commissioning budgets including delivery of required budget savings.
11. Responsible for the achievement of organisational performance targets, personal business targets and for providing a clear and regular account of service performance.

Recognising that ESCC is a large organisation with a number of over-arching priorities extending to all areas of our work, you should be aware of these Council priorities and align strategic decisions with them, proactively seeking appropriate opportunities in your work/service area, and that of others, to contribute, in consultation with your line manager; in particular, but not limited to:

- Net zero emissions targets - reduce the environmental impact of your work, and that of the services you are responsible for.
- Equality, Diversity and Inclusion - proactively contributing to an inclusive and supportive working environment.
- Making the best of our resources - always being aware of what you can do to maximise the use of public monies in the services we both commission and provide, and proactively identifying areas to improve value for money wherever possible.

PERSON SPECIFICATION

Essential education and qualifications

1. [RQF level 6](#) qualification
2. Evidence of continued professional/ management development

Essential key skills, abilities, knowledge, experience, values and behaviours

3. Leadership skills and the ability to influence and direct others across organisational boundaries whilst understanding cultural and organisational differences.
4. Ability to innovate, design, develop and implement new ways of working in partnership with people with lived experience.
5. Highly developed problem solving, analytical and interpretive skills.
6. Able to deliver positive strategic outcomes in a complex and rapidly changing environment where there is a high level of ambiguity and uncertainty.
7. Able to effectively manage strategic multi-agency projects to agreed timescales.
8. Negotiating and influencing skills.
9. Advanced written and oral communication skills in order to communicate highly complex information to a wide range of audiences.
10. Presentation skills including presenting to multi-agency Boards and public meetings.
11. Ability to plan, set objectives, prioritise, and review outcomes and performance in a complex multi-agency environment.
12. Experience of motivating and inspiring staff to work together to achieve common objectives and targets.
13. Interpersonal skills and inspirational personality, able to engage people at all levels and build mutual trust in stakeholder relationships.
14. Able to work as a team across internal and external organisational boundaries.
15. Able to use a wide range of qualitative and quantitative data and intelligence to identify trends and issues, understand demand and need.

16. Extensive knowledge of social care, health and voluntary and community sector policy and practice.
17. Extensive knowledge of current commissioning guidance and best practice.
18. Knowledge of national policy, statutory guidance and legal frameworks governing provision of health and social care services, including commissioning responsibilities under the Care Act 2014, equalities duties and procurement regulations.
19. Understanding of population health and wellbeing and utilising best practice in commissioning for associated demand and need models.
20. Understanding of different approaches to market development across a range of provision, and ability to develop and take forward associated strategies.
21. Extensive commissioning experience and evidence of successful outcomes across social care and health.
22. Experience of effectively managing major commissioning budgets and negotiating service agreements and contracts.
23. Experience of whole systems planning and delivery including the alignment of outcomes.
24. Experience of partnership working with a range of stakeholders, including the independent sector and patients/clients.
25. Demonstrable experience of effective working with senior managers, clinicians and local politicians.
26. Significant management experience at a senior level in local government, NHS or other large complex organisation.

Desirable key skills, abilities, knowledge, experience, values and behaviours

27. Experience of devising and developing whole system outcomes frameworks and targets.
28. Relevant management qualification
29. Knowledge of local commissioning policies and practices.
30. Resilient and able to apply logic in testing situations.

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Function	Applicable to role
Using display screen equipment	Yes
Working with children/vulnerable adults	No
Moving & handling operations	No
Occupational Driving	No
Lone Working	No
Working at height	No
Shift / night work	No
Working with hazardous substances	No
Using power tools	No
Exposure to noise and /or vibration	No
Food handling	No
Exposure to blood /body fluids	No