



EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

Job Title: Assistant Director Planning Performance and Engagement

Department: Adult Social Care and Health

Grade: [Local Managerial Grade 7](#)

Responsible to: Director of Adult Social Care and Health

Purpose of the Role:

As part of the Adult Social Care and Health (ASC&H) Departmental Management Team, play a key role in setting the departmental strategic direction and the effectiveness and efficiency of the ASC&H department.

To provide strategic leadership and management for the Planning, Performance & Engagement Division of ASC&H and the effective delivery of the departmental functions of business planning, performance, quality assurance, equality & diversity, workforce planning & training, organisational development, complaints, information and systems, staff information and guidance, and managing the central support services.

Key tasks:

1. Lead departmental responsibility for ensuring Reconciling Policy, Performance and Resources compliance and delivery, including cabinet reporting, public consultations, equality impact assessments, staff consultations and Scrutiny Committee reporting.
2. Responsible for the department's statutory performance infrastructure including activity and safeguarding returns, Local Account, operational performance information, joint health and social care reporting.
3. Manage the department's business planning including the Council Plan, Portfolio Plan, Lead Cabinet Member and Scrutiny Committee reporting.
4. Lead the development of policy, guidance and training to support ASC&H staff to fulfil the public sector Equality and Diversity duties, including departmental standards and toolkits, evidence for professional frameworks, and responsibility for all ASC&H equality impact assessments (EIAs).

5. Responsible for receiving and acting on complaints under the statutory regulated activity framework through management of the ASC&H Complaints Team, ensuring the provision of information and advice to the Public on how to complain and the formal appeals process.
6. Management of the ASC&H workforce planning and training functions, providing professional training to the external Independent care sector in East Sussex together with joint health and social training to ASC&H staff and NHS staff; management of the East Sussex County Council Qualification & Assessment Centre (ESQAC) an in-house registered provider offering vocational qualifications and apprenticeships to all County Council staff, independent and voluntary care sector staff.
7. Management of the ASC&H Information and systems function providing information for statutory returns and client data for operational staff, including data protection and FoI requests, systems administration and data security; management of the ASC&H staff information and guidance function, including the production, publication and management of operational staff practice guidance, intranet and web content.
8. Responsible for departmental organisational development, including social care information leaflets and factsheets required by the Care Act 2014, public and stakeholder events and conferences, the online East Sussex 1Space online information directory, chairing the Employee Representation Group, the FirstCare absence monitoring system and new staff and manager welcome days.
9. Lead, facilitate and support departmental community relations requirements, ensuring an inclusive approach to the involvement and engagement of people with the protected characteristics of the Equality Act in all aspects of strategic development and implementation of services.
10. ASC&H and corporate lead for engagement with the local Voluntary and Community sector, including membership and chairing of associated multi-agency strategic steering groups covering (but not limited to) topics such as financial inclusion, support for migrants and refugees and community development.

11. Facilitate and support the ASC&H (and wider Council's) ongoing preparation for, participation in and response to the Care Quality Commission's assurance process of the Local Authority's discharge of its duties under the Care Act 2014.
12. Responsible for the effective management of the divisional budgets including delivery of any required budget savings.
13. Responsible for ASCH Business Continuity arrangements, including attending the Corporate Business Continuity Group, leading and participating in ESCC and ASCH tactical response to incidents, and risk assessment procedures assessing services vulnerability and the impacts of loss of service.
14. 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 key skills, abilities, knowledge, experience, values and behaviours

1. Evidence of continued professional/ management development.
2. Leadership skills and the ability to influence negotiate with and direct others across organisational boundaries whilst understanding cultural and organisational differences
3. Ability to deliver positive strategic outcomes in a complex and rapidly changing environment where there is a high level of ambiguity and uncertainty
4. Ability to effectively manage strategic multi-agency projects to agreed timescales.
5. Presentation skills including presenting to multi-agency Boards and public meetings.
6. Ability to plan, set objectives, prioritise and review outcomes and performance in a complex multi-agency environment.
7. Ability to motivate and inspire staff to work together to achieve common objectives and targets.
8. Knowledge of adult social care, health and third sector policy and practice.
9. Understanding of effective partnership working and how to develop and maintain effective working relationships across organisational boundaries and other agencies.
10. Experience of effectively managing diverse services at both a strategic and operational level.
11. Experience of partnership working with a range of stakeholders, including the independent and voluntary sector, people who use services and their representative groups.
12. Experience of effective working with senior managers, practitioners, clinicians and local politicians.
13. Management experience at a senior level in local government, NHS, civil service or other large complex organisation.
14. Experience of implementing organisational change.
15. Team player able to work across internal and external organisational boundaries.

- 16. Interpersonal skills and inspirational personality.
- 17. Able to engage people at all levels and build mutual trust in stakeholder relationships.
- 18. Resilient
- 19. Ability to apply logic in testing situations.
- 20. Ability to focus on priorities and maintain a strategic vision.
- 21. Integrity with a clear commitment to probity, honesty and openness and treating people consistently, fairly and with respect.
- 22. Ability to demonstrate how the travel requirements of the role will be met.

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

- 23. Educated to degree level or equivalent professional qualification, or demonstrable equivalent experience.
- 24. Relevant management qualification at level 4-6.

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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	Yes
Moving & handling operations	No
Occupational Driving	Yes
Lone Working	Yes
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