



## EAST SUSSEX COUNTY COUNCIL

### Job Description

**JOB TITLE:** Assistant Director (Planning, Performance & Engagement )

**DEPARTMENT:** Adult Social Care and Health

**LOCATION:** Lewes

**GRADE:** LMG 7

**RESPONSIBLE TO:** Director of Adult Social Care and Health

### MAIN 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. The post holder is also a member of the Integrated ESCC/NHS Management Team with specific lead ASC&H responsibility for communications and engagement, workforce, and performance across the integrated services.

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, safeguarding, equality & diversity, workforce planning & training, organisational development, complaints, information and systems, staff information and guidance, and managing the central support services team.

---

### Key Tasks

1. Lead departmental responsibility for ensuring Reconciling Policy, Performance and Resources compliance, 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 including delayed discharge monitoring and reimbursement fine payments process.
3. Manage the department's business planning including the Council Plan, Portfolio Plan 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 together with joint East Sussex Better Together EIAs with NHS partners.

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. Overall management of Adult Safeguarding services and function and the Principal Social Worker.
7. 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.
8. 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 and the ESBT website.
9. Responsible for departmental organisational development, including social care information leaflets and factsheets required by the Care Act, 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.
10. 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.
11. ASC&H Lead for communications and engagement, workforce, training and performance for the East Sussex Better Together (ESBT) and Connecting 4 You integration with local NHS partners, including membership and chairing of associated strategic steering groups, and membership of the ESBT Integrated Joint Management Team.
12. Responsible for managing and ensuring ESCC meets its statutory duties across the whole Community Safety agenda, including the Police and Justice Act requirements of Crime and Disorder Reduction Partnerships (CDRPs) to produce three year rolling plans and to work together through a strategic group monitoring patterns of crime and substance misuse in the area. Responsible for the public accountability for statutory Community Safety Partnerships (CSPs), including the functioning of the committee required to review and scrutinise the functioning of the CSPs responsible authorities (local authorities, fire and rescue authorities, police authorities, the police, and primary care trusts). Responsible for meeting Local authority requirements contained in the Counter Terrorism and Security Act 2015.

13. Management of the Safer East Sussex Team, including domestic violence and abuse, stalking, Prevent activity and Board, hate crime, road safety and serious organised crime responsibilities.
14. Responsible for the effective management of the divisional budgets including delivery of required budget savings.
15. Responsible for ESCC Business Continuity arrangements, including chairing the Corporate Business Continuity Group, ESCC tactical response to incidents, and risk assessment procedures assessing services vulnerability and the impacts of loss of service.
16. To undertake any other duties as may reasonably fall within the purview of the post as required, ensuring all duties undertaken are done so in accordance with the appropriate organisational policies, practices, procedures and standards, including equal opportunities and anti-discriminatory practice.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post