

# Assistant Director – Planning, Performance & Engagement Candidate Prospectus

September 2022

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## WELCOME LETTER FROM MARK STANTON

Thank you for your interest in joining East Sussex as our Assistant Director, Planning, Performance and Engagement within the Adult Social Care and Health Department.

East Sussex is a great place to live and work. It is a county of huge contrasts. The countryside is beautiful and largely unspoilt, and our towns and villages are vibrant, but we also have areas of significant need and challenge. We have strong, local communities and work closely with them and our partners from all sectors to help all to fulfil their potential.

The county council has a strong reputation for good services, effective partnership working and innovation. We are committed, both politically and managerially across all departments, to serving all our residents to the very best of our abilities. We are proud of what we have achieved and are determined to build on our strong foundations to remain a well run and effective council.

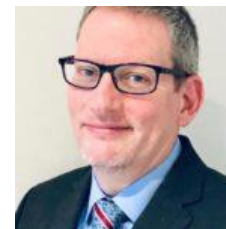
Effective partnerships are also a high priority for us, and we have a long and successful history of joint and integrated working, particularly with the local NHS Trust in respect of the provision of community services.

We are looking for a leader for our Adult Social Care and Health – Planning, Performance and Engagement Division who is an innovative and flexible leader, with strong partnership skills and an outstanding track record of delivering positive change and service improvement, to join our successful and supportive organisation.

Someone who is calm and resilient and is committed to strong, empowering leadership of a talented staff group who have a key role in enabling and directly delivering high quality, cost effective and efficient, personalised services to the County's adults and older people including protecting vulnerable adults from harm.

You will also need to be a team player who will work imaginatively and energetically with your colleagues in the Departmental Management Team and wider Council Leadership Group as well as other statutory agencies and the voluntary, community and social enterprise sectors, to improve outcomes for adults.

In addition to leading the Department's planning, performance and engagement activities, this post is key in managing and maintaining the Council's relationships with the voluntary, community and social enterprise sectors and the Division also includes the Safer Communities Team, so building strong relationships and partnerships with your peers across all sectors as well as our district and borough council colleagues is critical to success. We hope that, after reading this information pack, you will want to join us at East Sussex, and we look forward to receiving an application from you.



**Mark Stainton**  
Director of Adult Social Care and Health

# ABOUT EAST SUSSEX

## The County of East Sussex

East Sussex is a great place to live and work. Not only is the countryside beautiful and largely unspoilt, but our coastlines, towns and villages are vibrant and inviting.

We are a county of contrasts and also have significant areas of deprivation facing significant challenges. Across East Sussex we have strong, local communities and we work closely with them to improve their quality of life.

Located on the south coast of England we have a mild and, on average, sunnier climate than much of the rest of the UK, beautiful coastline and a number of coastal towns and villages including Eastbourne, Bexhill, Hastings, Seaford, Newhaven and Peacehaven. We have a direct link to France from Newhaven and Gatwick is our nearest international airport.

Some of the county sits within the South Downs National Park and two-thirds of East Sussex is designated an Area of Outstanding Natural Beauty (AONB), including the Sussex Downs, Ashdown Forest and the High Weald AONB. Inland there are many picturesque villages and towns such as Lewes, Rye and Battle. There are numerous and significant historic sites of interest to visit across the County, including the site of the 1066 Battle of Hastings and the Seven Sisters.

Our economy comprises a large number of very small businesses and is mainly service based consisting of public services, education, financial services and tourism. We have a higher than average proportion of residents aged over 65 and 85 and this is set to increase based on current population projections.

East Sussex, Brighton and Hove and the surrounding counties (West Sussex, Surrey and Kent) offer a variety of urban and rural settings in both coastal and inland locations in which to live. There are many sports, leisure and cultural activities. There are also good schools and public facilities for you and your family to use.

There is a variety of housing available in East Sussex, both to rent and buy. Despite the South East being above the national average for house prices, there are many thriving coastal towns that offer good value housing including Eastbourne, Newhaven, Seaford, Bexhill and Hastings as well as inland towns such as Uckfield, Crowborough and Hailsham. Brighton, Haywards Heath and Lewes are also popular places to live in Sussex and have good transport links to London and the South East.



## ABOUT EAST SUSSEX COUNTY COUNCIL

East Sussex County Council has a strong reputation as a well led and well managed council, with positive feedback from external inspections and reviews. The Council employs approximately 4,400 people in its corporate departments, and approximately 5,900 people in its maintained schools.

The Council provides services used by all residents in East Sussex, including care and support to children, families and adults; maintaining the roads and providing library services; and working to boost the local economy. We have a long-term track record for delivery, producing excellent results for the public. The Council has four overarching priority outcomes: driving sustainable economic growth; keeping vulnerable people safe; helping people help themselves; and making best use of resources.

Despite the severe funding restrictions affecting all local authorities, we have maintained our position as a well-run and high-performing council. We have met the unprecedented challenges of the Coronavirus, continuing to provide vital services to our local communities, and we will have a critical role to play, working with our local partners, in the recovery from the pandemic. We have been democratic, open and honest in determining the best quality services we can provide, within available resources, as set out in our Core Offer. In this context, the Assistant Director Planning, Performance and Engagement will play a vital role in ensuring we continue to serve residents effectively, particularly during this period of severe financial challenge to individuals and families.

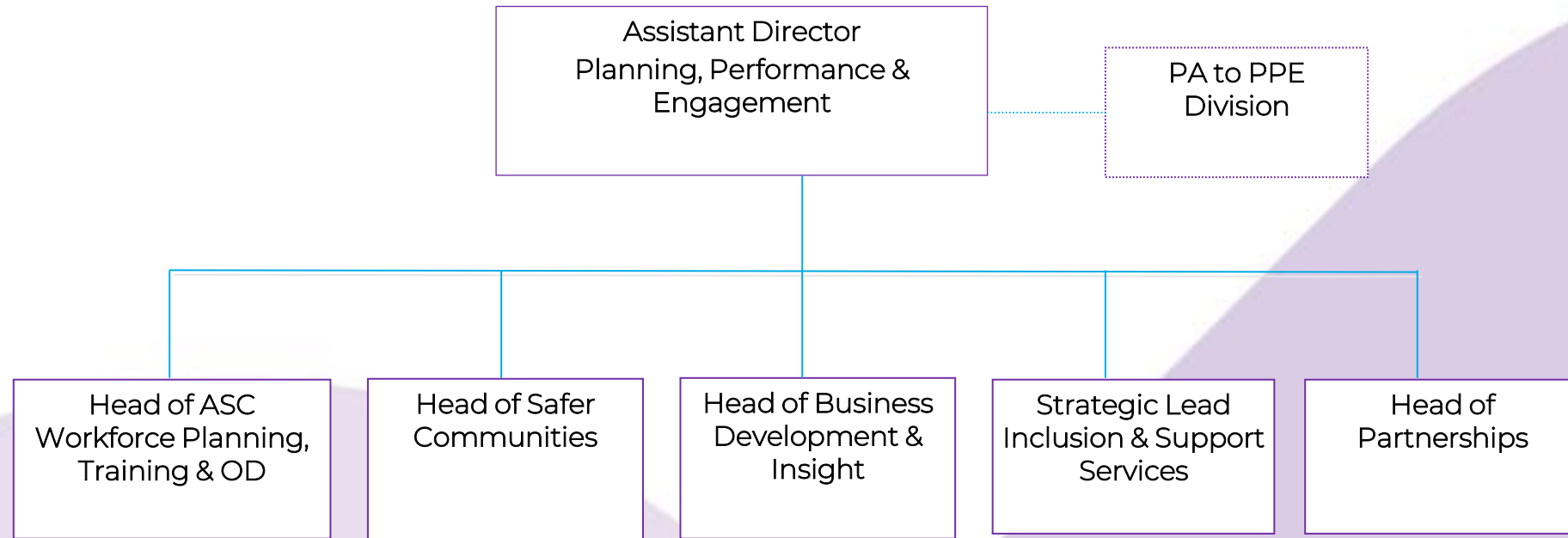
Further information about our key plans and strategies and the County of East Sussex can be found on our website via the links below:

[Your Council](#)

[The East Sussex Community](#)



## HOW WE ARE ORGANISED





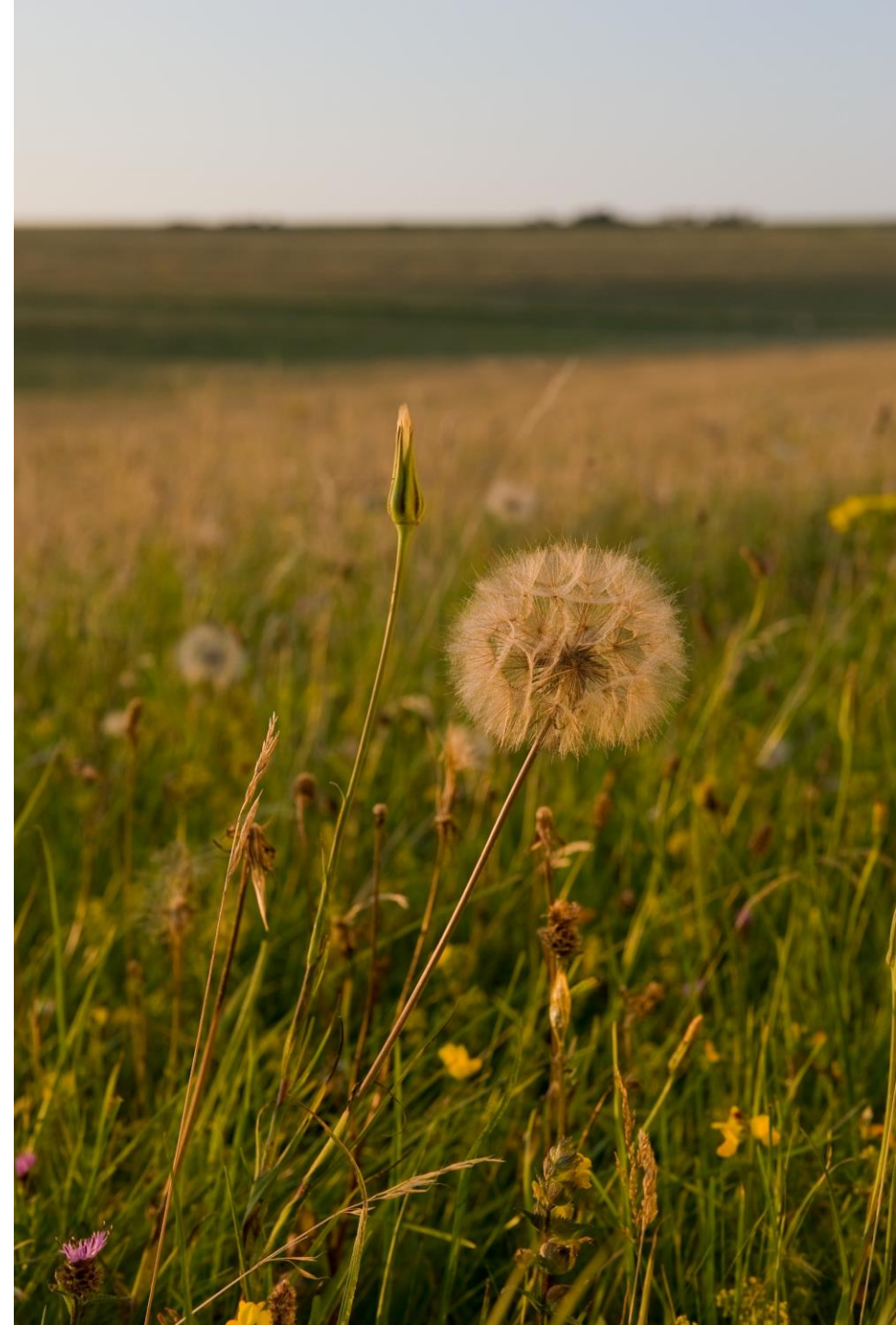
## ORGANISATIONAL CONTEXT

Along with all other council services, the Adult Social Care and Health Department is actively involved in working as One Council delivering quality services within a reduced budget.

We take a whole system approach to improving outcomes for adults and older people with partnership working at its heart. Strong relationships and structures for joint and integrated working locally with the NHS are used to plan, commission and deliver health and care services across the County and we play an active system leadership role with NHS partners within the Sussex Integrated Care System at both Sussex wide and East Sussex levels. We work with district and borough housing departments and with a wide range of voluntary and community organisations to promote effective support for vulnerable adults and older people.

The last year has seen four White Papers, each of which will have a significant impact on the shape of the service, how services are provided and who they are provided to. We are entering an exciting and challenging period of significant change and development in order to respond effectively and efficiently to the requirements of the White Papers at the same time as maintaining our existing high quality service provision.

We are looking for an individual who leads authentically and can motivate and support the skilled and dedicated teams delivering key services and support to both vulnerable adults, fellow professionals and colleagues. They need to have an eye for innovation and be able to drive forward our Digital Strategy, embrace the change and transformation created by the White Papers and also be an effective team player with all of our partner agencies, especially as they will have a key role in managing and maintaining the Council's relationships with the voluntary, community and social enterprise sectors.



# JOB DESCRIPTION

GRADE: LMG 7

RESPONSIBLE TO: DIRECTOR OF ADULT SOCIAL CARE & 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, equality & diversity, workforce planning & training, organisational development, complaints, information and systems, staff information and guidance, and managing the central support services and East Sussex Safer Communities 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.

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, 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 hub development.
11. 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.
12. 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.
13. Responsible for the effective management of the divisional budgets including delivery of any required budget savings.
14. 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.

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 job.

# PERSON SPECIFICATION

## Essential education and qualifications

- Evidence of continued professional/ management development.

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

- Proven leadership skills and the ability to influence negotiate with and direct others across organisational boundaries whilst understanding cultural and organisational differences
- Ability to deliver positive strategic outcomes in a complex and rapidly changing environment where there is a high level of ambiguity and uncertainty
- Ability to effectively manage strategic multi-agency projects to agreed timescales.
- Effective presentation skills including presenting to multi-agency Boards and public meetings.
- Demonstrable abilities to plan, set objectives, prioritise, and review outcomes and performance in a complex multi-agency environment.
- Demonstrable track record of motivating and inspiring staff to work together to achieve common objectives and targets.
- Knowledge of social care, health and third sector policy and practice.
- Understanding of effective partnership working and how to develop and maintain effective working relationships across organisational boundaries and other agencies.
- Proven experience of effectively managing diverse services at both a strategic and operational level.
- Proven experience of partnership working with a range of stakeholders, including the independent sector and patients/clients.
- Demonstrable experience of effective working with senior managers, clinicians and local politicians.
- Significant management experience at a senior level in local government, NHS or other large complex organisation.
- Successful track record of implementing organisational change.
- Team player able to work across internal and external organisational boundaries.
- Strong interpersonal skills and inspirational personality.
- Able to engage people at all levels and build mutual trust in stakeholder relationships.
- Resilient
- Ability to apply logic in testing situations.
- Ability to focus on priorities and maintain a strategic vision.
- High level integrity with a clear commitment to probity, honesty and openness and treating people consistently, fairly and with respect.
- Ability to demonstrate how the travel requirements of the role will be met

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

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

## BENEFITS

The Council offers a comprehensive range of staff benefits including:

- Between 25-28 days annual leave per year depending on length of service
- Access to an online staff benefits portal, containing various offers and discounts from major retailers and service providers
- Vehicle, bicycle, rental deposit and season ticket loan scheme
- A variety of initiatives to support staff wellbeing – for example guided mindful meditation sessions
- Enhanced maternity pay
- Access to health cash plans at a corporate rate
- Access to the Dell and Microsoft Home Use programmes, as well as the O2 open scheme
- Access to credit unions, a financial wellbeing scheme and Give as You Earn schemes via payroll deduction
- A range of support for remote and flexible working
- An additional leave purchase scheme
- Access to a car leasing scheme
- Access to the Local Government Pension scheme, which offers an excellent range of benefits, including a career average pension when you retire. You can find out more on the East Sussex Pension Fund website.





## ADDITIONAL INFORMATION

For additional information, please follow these links:

**East Sussex County Council**

[Website](#)

[Core Offer](#)

**Adult Social Care**

[ESCC: Adult Social Care and Health](#)

**Tourism**

[Visit England - East Sussex](#)

[Visit South East England - East Sussex](#)

**Relocating to East Sussex**

[Rightmove - East Sussex](#)

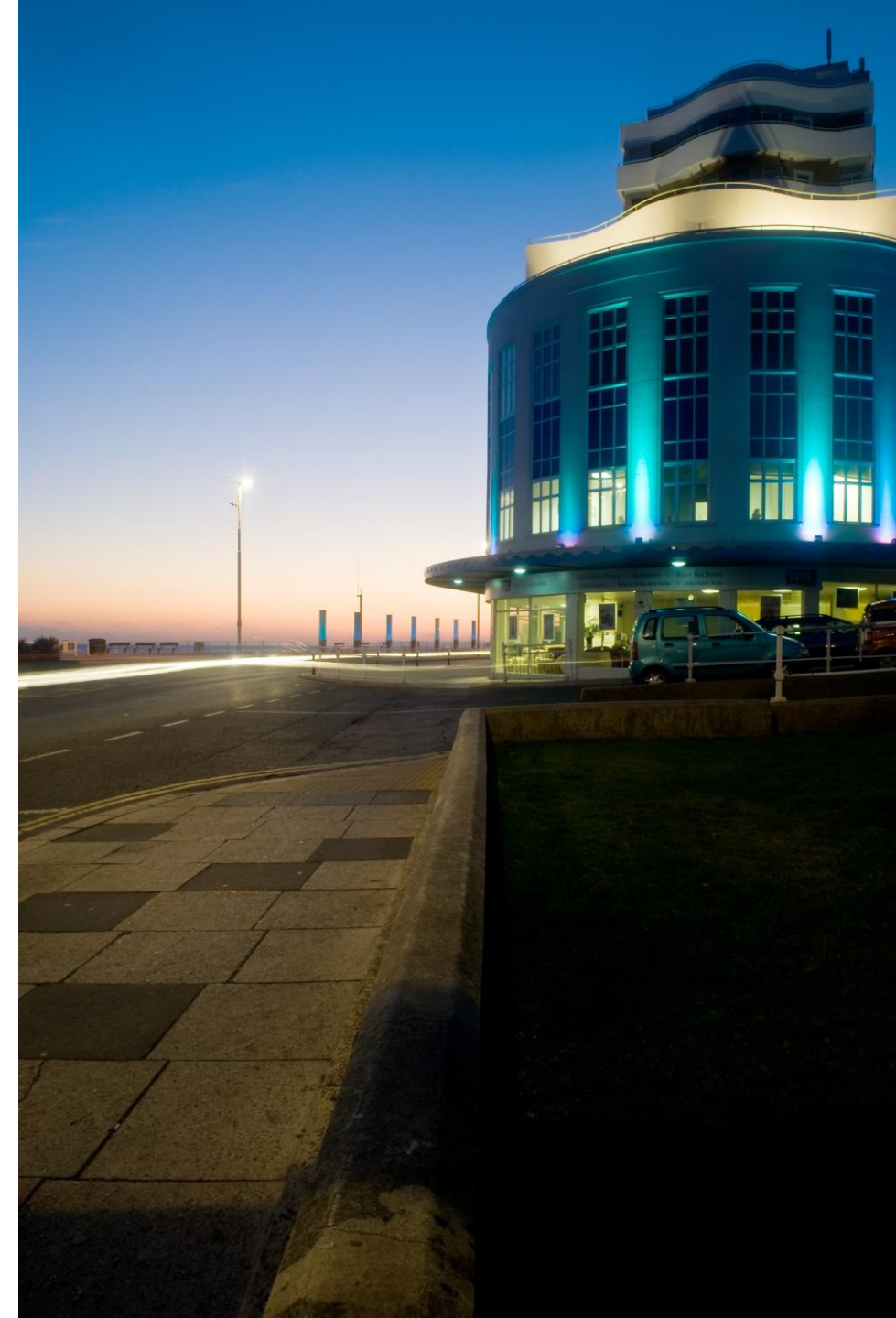
[Zoopla - moving to East Sussex](#)

[ESCC School Search Page](#)

**Living and Working in East Sussex**

[Locate East Sussex](#)

[The South-East Local Enterprise Partnership](#)



# RECRUITMENT PROCESS

For a confidential discussion, please contact our retained advisers Jonathan Swain and Rebecca Rampat of The McLean Partnership.

To apply, please provide an up-to-date CV with a supporting statement of your credentials and suitability for the role by Friday 7<sup>th</sup> October at 6.00pm. These can be emailed through to [rebeccarampat@mcleanpartnership.com](mailto:rebeccarampat@mcleanpartnership.com)

## Contact Information:

Jonathan Swain, Senior Partner:

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Mobile: +44 (0)7733 304094

Rebecca Rampat, Delivery Consultant:

Email: [rebeccarampat@mcleanpartnership.com](mailto:rebeccarampat@mcleanpartnership.com)

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The McLean Partnership, 18 St. Swithin's Lane,  
London, EC4N 8AD

