

Opportunity South Essex Recruitment Policy

1. Ending the two-year tenure of OSE business members

- 1.1. Opportunity South Essex (OSE) business members, including the OSE Chair/Deputy Chair, can serve a term of up to two years at a time
- 1.2. The OSE Secretariat will advise all OSE business members that their membership is coming to an end not less than two months before the end of the two-year term. The OSE Secretariat will begin the recruitment process one month prior to the two-year termination date.
- 1.3. The OSE Board may make a decision to grant a further 2 year term to existing board members at the end of the current term. There will be a maximum of 3 consecutive 2 year terms that can be served.
- 1.4. At the end of the two-year tenure, and the Member has served the maximum of 3 consecutive 2 year terms, or wishes not to continue to be a Board Member the OSE Secretariat will confirm within three working days that their membership of OSE has expired.

2. Recruiting business members to the OSE Board

- 2.1. The call for applications to the OSE Board will be made public and communicated via the South East Local Enterprise Partnership website and via local authority channels. Additionally, the call will be distributed through the Business Groups across South Essex and business networks, all of whom will be asked to further distribute/promote as appropriate.
- 2.2. An application form will be made available on the SELEP web site; all public promotion and communication will point to these website pages. Supplementary information on the role of OSE business members, such as the OSE Terms of Reference, board induction material and application guidance, will also be available to view alongside the application form.
- 2.3. An application deadline of not less than three weeks (15 working days) will be given from the date the vacancy is first made public. Applicants will be required to submit their application by email to the OSE Secretariat. Public promotion as described in 2.1 will continue throughout the period of the vacancy.
- 2.4. The OSE Secretariat will sift and shortlist all applications to ensure basic minimum requirements are met in terms of representing the business sector, business location within the South Essex area and commitment to attend OSE Board meetings.
- 2.5. A selection panel will be assembled to review the shortlisted applications, made up of:
 - 1 x OSE local authority member
 - 1 x OSE HE/FE member
 - 1 x OSE Executive Director
 - 1 x SELEP Secretariat senior representative
 - 1 x business representative – see point 2.7 below
- 2.6. The local authority representative on the panel shall be chosen by the OSE local authority members, and the HE/FE representative shall be chosen by the OSE HE/FE

members. The SELEP Secretariat representative shall be the SELEP Director, or their selected alternate senior SELEP Secretariat member.

- 2.7. The business representative on the selection panel is dependent on one of two circumstances:
 - (a) Under normal conditions the recruitment of new OSE business members occurs every two years, and therefore involves all nine of the OSE business positions at the same time – for this reason none of the current OSE business members can sit on the recruitment panel. The SELEP business representative shall be another business member of the SELEP Strategic Board
 - (b) In the event that one or more OSE business members are not involved in the recruitment process, such as when filling a vacant position ‘mid-term’ after a business member has resigned from the OSE Board, then the SELEP business representative shall be a OSE business member. The first choice OSE business member is the OSE Chair, then the OSE Deputy Chair; otherwise the remaining business members (not involved in the recruitment process) will nominate another OSE business member to sit on the selection panel.
- 2.8. The OSE Secretariat will share all application information with the selection panel electronically and arrange a meeting for the panel to convene. Panel members will be asked if they wish to invite individual candidates to the panel meeting for a short interview. The panel meeting will take place no more than two weeks (10 working days) after the application closing date.
- 2.9. In choosing new business members, the selection panel shall seek to ensure a balanced representation of businesses reflecting South Essex and the diversity of its business base in terms of size and sector. Consideration will also be given to associations with other locally/ nationally recognised business-representative bodies, and to the overall diversity of membership in terms of the individual’s protected characteristics as listed in the Equality Act 2010 (including, but not limited to, gender, race, sexual orientation and age).
- 2.10. The selection panel will vote to confirm their selections. Should a vote be required then a majority ruling will suffice; in the event of a tie the business representative on the selection panel will have the casting vote.
- 2.11. The selection panel may choose at their discretion to convene a second panel meeting, such as in the event that a large number of applications are received and the panel wishes to further shortlist them and invite individual candidates back to a later interview.
- 2.12. The selection panel will only appoint business members it feels will best serve the aims and functions of OSE, as set out in the OSE Terms of Reference. Should the recruitment panel choose not to fill a vacancy, or if there is an insufficient number of applicants, then the vacancy shall be re-advertised according to the procedure described in section 4 below.
- 2.13. The OSE Secretariat will advise each candidate of the outcome of their individual application within five working days of the selection panel reaching a decision. Successful candidates will be given induction information for both OSE and SELEP, and be invited to the next scheduled OSE Board meeting.
- 2.14. The OSE Secretariat will advise the SELEP Secretariat of all changes to OSE membership within five working days of the selection panel reaching a decision.

3. Recruiting OSE business members mid-term

- 3.1. The recruitment process described in section 2 applies whether recruiting to all business positions at the end of the two-year tenure, or to individual business vacancies 'mid-term' (such as when an existing business member chooses to leave the OSE Board part-way through their two-year tenure).
- 3.2. In the event that a new OSE business member is appointed mid-term, their 2 year tenure is will commence upon appointment.
- 3.3. A mid-term vacancy does not need to be recruited to if less than six months remain of the two-year tenure period.

4. Re-advertising a vacancy

- 4.1. In the event that a vacancy is not filled, either through the decisions of the selection panel or through an insufficient number of applicants, then the vacancy shall be re-advertised.
- 4.2. Prior to re-advertising, the OSE Secretariat shall ask all current business members, whether newly appointed or existing, to recommend appropriate business contacts from their networks who they feel may be suitable for a position on the OSE Board. The OSE Secretariat shall contact the recommended individuals to encourage them to apply.
- 4.3. In re-advertising the vacancy, the full procedure for open calls described in 2.1–2.3 is again followed. All potential candidates must apply through this same open, competitive process, including any business contacts recommended by existing business members. The OSE Secretariat will again sift and shortlist applications according to the criteria in 2.4.
- 4.4. The OSE Secretariat will propose the shortlisted candidates to OSE for electronic approval, providing full application information, whereby the quorum and decision-making conditions in section 13 of the OSE Terms of Reference shall apply. OSE members may elect to invite candidates to a OSE Board meeting before calling for a decision, in which case the decision shall be made at the next scheduled OSE Board meeting rather than electronically. OSE members will give consideration to the balance of representation described in 2.10 when making their decision.
- 4.5. The OSE Board will only appoint business members it feels will best serve the aims and functions of OSE, as set out in the OSE Terms of Reference. Should the OSE Board choose not to fill a vacancy, or if there is an insufficient number of applicants, then the vacancy shall again be re-advertised according to the procedure described in 4.2–4.4.
- 4.6. A vacancy does not need to be re-advertised if less than six months remain of the two-year tenure period.

Appendix B – OSE Chair Role Description & Person Specification

About the Board

Opportunity South Essex (OSE) is a private-public partnership whose vision is for South Essex to have one of the fastest growing and most sustainable economies in the UK, providing opportunities for businesses, attractive for inward investors and benefit local communities.

We have a strong relationship with the South Essex local authorities, who are Basildon Council, Castle Point Borough Council, Essex County Council, Rochford District Council, Southend on Sea Council and Thurrock Council. We are one of the four federated boards of the South East Local Enterprise Partnership (for further information see www.southeastlep.com) and play a key role in the Thames Estuary.

OSE has established an influential position in relation to local and regional growth. We have a strong track record in securing investment, working productively across a range of partners, lobbying for investment to unlock opportunities and providing a single clear voice for South Essex.

The Role

The responsibilities of the Chair include:

- Chairing the Federated Board Meetings for a two-year period (Board meetings typically take place on a quarterly basis and run for a 2 hour period)
- Ensuring that the OSE has at least one third female membership of appointed members of the Federated Board by March 2020
- Working closely with the secretariat to progress the work of the board, prepare the agendas, oversee the work of the thematic working groups and generally ensure the progress of the board's work between meetings; this will require additional meetings between quarterly meetings of around 1-2 hours.
- Providing representation for OSE at the quarterly SELEP Strategic Board Meetings and other additional sub groups as agreed by SELEP Board as part of their governance arrangements. *Please note, at the time of writing SELEP is still in the process of incorporating as a legal entity and understanding its wider governance processes as part of this change. It is likely that this will require the Chair to attend the Board as a Director – this will be established by December 2019.*
- Approving minutes and meeting agendas within the timeframe of Federated Board governance.
- Developing a solution focused attitude at the board and fostering positive working relationships amongst Board members exemplifying Board member behaviour and input.
- Contributing relevant knowledge and expertise to illuminate the business issues facing the area, the strengths and opportunities and the initiatives which could be taken to drive business growth.

The Person

- The Board is seeking an experienced business leader who is, engaging and dynamic and passionate about strengthening the future Essex Economy for all. The Chair will possess the following attributes:
- A successful track record operating as a leader in the private sector, understanding the challenges and areas of opportunity for innovative business growth.
- A proven track record of leading and providing focus and direction in meetings to ensure all views are considered, driving consensus in order to achieve outcomes. Proven ability to articulate and implement strategies and plans and to give passionate leadership to their execution.
- Ability to operate as a high-profile advocate for South Essex and generate enthusiasm for the aims of the Board.
- Ability to lobby for the interests of OSE across the SELEP region and nationally, with a range of stakeholders.
- Ability to work effectively as a member of a team in which colleagues work cooperatively with each other, accepting collective responsibility.
- A connection to, or affinity with, South Essex. It is desirable for you to have an established reputation and public profile/network of contacts within South Essex.

Skills and Characteristics

- An engaging public speaker with presence, good communication skills and excellent interpersonal skills.
- Impartial, passionate and driven leader.
- Experienced political awareness.

Remuneration

The post is not remunerated.

Appendix C – OSE Deputy Chair Role Description & Person Specification

About the Board

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The Role

The responsibilities of the Deputy Chair include:

- Supporting chairing the Federated Board Meetings for a two-year period (Board meetings typically take place on a quarterly basis and run for a 2 hour period).
- Ensuring that OSE has at least one third female membership of appointed members of the Federated Board by March 2020.
- Working closely with the secretariat to progress the work of the board, prepare the agendas, oversee the work of task and finish groups and generally ensure the progress of the board's work between meetings; this will require additional meetings between quarterly meetings of around 1-2 hours.
- Deputise for the Chair at SELEP meetings to provide OSE representative where necessary. This may include providing representation for OSE at the quarterly SELEP Strategic Board Meetings and other additional sub groups as agreed by SELEP Board as part of their governance arrangements. *Please note, at the time of writing SELEP is still in the process of incorporating as a legal entity and understanding its wider governance processes as part of this change. It is likely that this will require the Chair to attend the Board as a Director – this will be established by December 2019.*
- Approving minutes and meeting agendas within the timeframe of Federated Board governance.
- Support the Chair in developing a solution focused attitude at the board and fostering positive working relationships amongst Board members exemplifying Board member behaviour and input.
- Contributing relevant knowledge and expertise to illuminate the business issues facing the area, the strengths and opportunities and the initiatives which could be taken to drive business growth.

The Person

- Be a dynamic and engaging individual with leadership experience in the private sector.
- A successful track record operating as a leader in the private sector, understanding the challenges and areas of opportunity for innovative business growth.
- A proven track record of leading and providing focus and direction in meetings to ensure all views are considered, driving consensus in order to achieve outcomes. Proven ability to articulate and implement strategies and plans and to give passionate leadership to their execution.
- Ability to operate as a high-profile advocate for South Essex and generate enthusiasm for the aims of the Board.
- Ability to lobby for the interests of OSE across the SELEP region and nationally, with a range of stakeholders.
- Ability to work effectively as a member of a team in which colleagues work cooperatively with each other, accepting collective responsibility.
- A connection to, or affinity with, South Essex. It is desirable for you to have an established reputation and public profile/network of contacts within South Essex.

Skills and Characteristics

- An engaging public speaker with presence, good communication skills and excellent interpersonal skills.
- Impartial, passionate and driven leader.
- Experienced political awareness.

Remuneration

The post is not remunerated.

Appendix D – OSE Business Representative Role Description & Person Specification

About the Board

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OSE has established an influential position in relation to local and regional growth. We have a strong track record in securing investment, working productively across a range of partners, lobbying for investment to unlock opportunities and providing a single clear voice for South Essex.

The Role

Members are collectively able to input to and make key decisions which influence the South Essex Economy. Members of the board will bring their specialist experience, expertise and knowledge to help to create a vibrant economy across South Essex. These specialisms include (but are not limited to) infrastructure, skills, industry, innovation, productivity and wellbeing. As a member it is essential that you are able to see the bigger economic picture and are keen to offer your advice and make decisions on topics which may not always directly impact on the day to day work of your business but will ultimately benefit the wider productivity of South Essex.

Responsibilities of Business Members

- Support and influence the economic growth agenda in and around South Essex.
- Actively contribute to the development of working groups and networks to ensure engagement of the wider business community.
- Act as an ambassador, promote and champion the work of OSE from the perspective of business.
- Contribute knowledge and expertise to illuminate the business issues facing the area, the strengths and opportunities and the initiatives which could be taken to drive business growth.
- Actively participate in quarterly Board meetings (these meetings are typically 2 hours in duration). During Board meetings members will input into discussions from a business perspective, offer advice and assist in overall strategic planning for the South Essex economy.
- Engage with the secretariat between meetings to offer advice, drive activity and progress the ambitions of the Board.
- Vote on key decisions, including matters where the board makes a recommendation or adopt an approach.
- Take an active role in OSE's task and finish groups, which may include chairing and reporting back updates to the OSE Board.

The Person

- A confident and articulate business leader who can take a strategic view in understanding and influencing the economic growth agenda.
- A connection to, or affinity with, the South Essex. It is desirable for you to have an established reputation and public profile/network of contacts within South Essex which directly relate to the ambitions of the region.
- Enthusiasm for driving forward the South Essex economy.
- Integrity, transparency and accountability.
- Knowledge of the key opportunities and/or challenges facing South Essex businesses and economy with ideas for how to achieve success.
- Ability to work effectively as a member of a team in which colleagues work cooperatively with each other, accepting collective responsibility.

Remuneration

The post is not remunerated.