



South East LEP Deputy Chair

JOB DESCRIPTION AND PERSON SPECIFICATION

Remuneration	£10,000 per annum
Time Commitment	2 days per month (whilst averaging half a day per week demands on time and availability in any particular week may exceed this significantly)
Length of Term	2 years. Term can be extended for 2 years following review and agreement by Board and a further 2 years with an additional review and agreement with Board

Job Description:

The South East Local Enterprise Partnership (SELEP) is seeking a senior business leader who lives or works in the SELEP area (Essex, Kent and East Sussex) to act as Deputy Chair for the largest LEP outside London. Commanding the respect of Government, business and council leaders alike, s/he will work with the Chair to provide high quality strategic leadership to drive growth and create jobs across the South East. The Deputy Chair will:

- Deputise for the SELEP Chair at meetings and events
- Act as ambassador and champion of SELEP programmes and projects
- Work closely with the Chair and CEO to ensure high performance levels and robust governance structures
- Operate in full compliance with all SELEP policies and procedures and demonstrate exemplary transparency and accountability in full compliance of both the letter and the spirit of the seven Nolan principles of public life
- Support the development of good relationships with neighbouring LEPs and other partnerships
- Communicate with a wide and diverse group of stakeholders including but not limited to: local authority leaders, private sector business leaders, private sector board members, leaders with the Further Education and High Education sectors, Government ministers and officials and local MPs.
- Represent SELEP in media, press and PR activities



- Support the delivery of the SELEP Local Industrial Strategy and other strategies as adopted by the Board
- Ensure strategy development reflects the view of businesses through the engagement with businesses and business representative organisations in the area and nationally
- Support the Chair in the management of the Board and any sub boards within the remit of the Assurance Framework and other governance frameworks
- Support the Chair in the oversight of the performance of the CEO and the SELEP Secretariat

Person Specification:

- Extensive leadership experience in the private or commercial sector including oversight of complex and large programmes
- Currently employed in the private/commercial sector
- Proven track record of developing and driving strategic change
- Experience of working with senior local politicians, MPs, national agencies and Government departments
- Experience of working on a board
- Track record of success working in partnerships and collaborations with ability to work effectively as a member of a cross-sectoral team
- Developed leadership profile with ability to act as an ambassador across the SELEP area and nationally
- Exceptional public speaker with presence and media, communication and interpersonal skills
- Experience of chairing meetings effectively and inclusively
- Ability to exercise effective judgement and decision-making in political and multi-disciplinary environment