

South East LEP Deputy Chair: Person Specification and 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.

Remuneration	Expenses only
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

Person Specification:

Developed leadership profile with ability to act as an ambassador across the SELEP area and nationally

- Currently employed in the private/commercial sector.
- Extensive leadership experience in the private or commercial sector including oversight of complex and large programmes.
- An ability to articulate the vision and strategic priorities of the LEP and to work with key decision makers and influencers on a local, regional and national basis.
- A natural ambassador, an effective high-level networker and a strong advocate for East Sussex, Essex, Kent, Medway, Southend and Thurrock, providing inspirational leadership to the LEP and generate enthusiasm for its aims.
- An exceptional public speaker with presence, excellent media, communication and interpersonal skills.

Experience of working with senior local politicians, MPs, national agencies and Government departments

- Track record of success working in partnerships and collaborations, with the ability to work effectively as a member of a cross-sectoral team in which colleagues work co-operatively with each other, accepting collective responsibility.

Experience of working on a board

- A proven track record of leadership and/or Chair skills with experience of chairing well-managed, inclusive meetings, ensuring all members' views are taken into account and that a consensus and clarity of outcomes are achieved.
- Experience of working successfully in complex multi-organisational governance structures.

Proven track record of developing and driving strategic change

- A strong understanding of and/or experience in driving economic growth.
- Proven ability to articulate and implement a strategic vision and to give passionate leadership to its execution.

Emotional intelligence and well-honed political antennae.

- Ability to exercise effective judgement and decision-making in political and multi-disciplinary environment.
- An understanding of the importance of diversity and inclusion, with a dedication and track record of embedding these principles in all of your work. Awareness that working inclusively is an attitude and not a tick-box exercise.
- A charismatic, passionate and engaging leader; a diplomat, an ideas-person and a good listener.

Job Description:

The Deputy Chair will:

- Chair the SELEP Accountability Board, working with the Secretariat to ensure all policies and procedures are followed and leading the decision-making process.
- Deputise for the SELEP Chair at meetings and events
- 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 and support, with local partners, the promotion of agreed local growth opportunities in East Sussex, Essex, Kent, Medway, Southend and Thurrock.
- Assist the Chair in delivering a devolved and federal LEP operating model (defined in SELEP's Terms of Reference and Assurance Framework) through the major business partnerships supported by our 6 county and unitary councils.

- Work with the Chair to achieve a deep penetration of, and wide engagement with, the private sector in order for the Board to have the very best networked and strongest possible business mandate.
- Support good relationships with neighbouring LEPs, including engagement with the Catalyst South partnership.
- Support the development and growth of the economy within the SELEP area as a whole, including the delivery of the SELEP Recovery and Renewal Plan, related strategic documents and funding programmes.
- Support the Chair to monitor, manage and direct the work of board members and board advisory, working and spatial groups (e.g. Coastal and Rural) in promoting SELEP's agenda, ensuring clear focus on shared priorities and pan-LEP opportunities/responsibilities.
- Support the Chair in the oversight of the performance of the CEO and Secretariat, ensuring that LEP governance arrangements are fully adhered to and that the LEP operates in accordance with principles of openness and transparency, while developing an effective working relationships within the Accountable Body.
- 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.