



Applicant Information Pack

Oxfordshire Local Enterprise Partnership Ltd

Appointment of Chair

Oxfordshire Local Enterprise Partnership (OxLEP) Ltd

Registered Office : 2nd Floor, Oxford Centre for Innovation, New Road, Oxford, Oxfordshire, OX1 1BY

Company Registered in England and Wales : 9519056



FOREWORD

This is an opportunity for an experienced business leader to become the Chair of the Oxfordshire LEP (Ltd) and play a pivotal role in driving growth in the local economy and creating sustainable jobs.

As Chair of the Oxfordshire LEP you will have a unique opportunity to drive a dynamic and vibrant economic agenda which puts the needs of business, our residents and communities front and centre. Oxfordshire has already demonstrated significant progress indeed recent recognition that we have the most Innovative economy across the 39 LEPs nationally reinforces our potential. This position is reinforced with an ambitious Innovation led Strategic Economic Plan setting the foundations for successful City Deal and Local Growth Fund submissions which together contribute in excess of £175m into the local economy; leveraging over £1bn of investment from across the public and private business sectors.

We are looking for a persuasive and influential senior business leader who can bring energy and passion to the Oxfordshire LEP Board. You will continue to foster positive relationships with key stakeholders and act as a high level advocate regionally, nationally and internationally. Our Board is well established, representative of a wide range of private and public interests with active engagement of the two Universities; the chair will ensure the board remains focused upon our Oxfordshire Strategic Economic Plan priorities

http://www.oxfordshirelep.com/sites/default/files/SEP_Executive_Summary_2015.pdf

The individual will be required to be a director of the company and to act as Chair. In so doing to represent the views and interests of the LEP Board, ensuring that decisions are taken in the best interests of Oxfordshire's economy. The individual must work and ideally live in Oxfordshire. We recognise however the significant commitment such a role requires; we would seek to ensure that the commitments and responsibilities of Chair are balanced with both work and external personal commitments to enable effective performance of the duties required.

If you are excited by the opportunity to play your part in driving the growth of one of the most innovative counties in the country and can demonstrate the ability to meet and deliver our aspirations, we would be pleased to receive your application.

To arrange a confidential and informal discussion about this opportunity, please contact Beryl Manners PA to the Chief Executive on 01865 261433 or e-mail beryl.manners@oxfordshirelep.com

Nigel Tipple
Chief Executive

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ROLE DESCRIPTION

It is essential that we appoint an exceptional candidate as the challenges facing Oxfordshire as a dynamic and growing Innovation led economy are critical to the success of both the Local and National economy. The Board recognise that its new chair should be:

- a “business leader with a high profile in Oxfordshire ”
- someone “who can lead the LEP into the next phase of growth”
- someone “who understands government, has credibility and can harness the business community to ensure we maximise the potential of Oxfordshire”
- someone “who has empathy in order to be able to work with and influence a wide range of people often in sensitive situations”
- someone with “appropriate gravitas in commercial and political environments”
- someone “with a proven link and passion for Oxfordshire”
- someone who will “strengthen and raise the profile of private enterprise in Oxfordshire”

The LEP Board meets every two months currently; this involves an absolute minimum commitment of 12 days per annum. Additional input outside of meetings is necessary; this is anticipated to be at least a further [248](#) days per annum. While this is a voluntary role and attracts no remuneration or contractual obligations, expenses arising from undertaking duties as Chair are available in accordance with the company’s policy. As OxLEP is a Limited Company (not for profit) the successful candidate will become a Director of the Company and their details will be filed at Companies House. This invokes certain legal duties and responsibilities, which candidates are expected to be familiar and comfortable with.

The Chair will

- Provide visible leadership, strategic direction and a purpose to the LEP Board, helping to create an environment in which the Oxfordshire economy will grow to benefit all
- Chair and develop an effective Board, ensuring that a broad range of challenging perspectives are united (and motivated) towards a common goal and purpose
- Actively seek to promote the interests and ambitions of the OxLEP in high-level negotiations with key influencers in government, business and community, with the broad aim of driving a positive future for the County and OxLEP’s role in supporting it
- Maintain a clear and informed view of the strengths and challenges facing the local and national economy
- Oversee the development of future LEP strategy and governance
- Champion the work of the LEP, its objectives, outcomes and results to relevant partners, organisations, networks and the media

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- Line manage the LEP company CEO (ensuring an effective relationship that shares the ambassadorial commitment of the role/s)

Experience and attributes

The Chair must be able to demonstrate the following:

- A strong commitment to, and understanding of, the Oxfordshire area and in particular the challenges of local private sector businesses
- A clear strategic vision, with a demonstrable understanding of the drivers of economic prosperity, the challenges and opportunities facing the county and the ability to work with business, local authorities, MPs and national government to support Oxfordshire's economy
- Strong interpersonal and communication skills; be articulate and able to influence, broker, build strong networks, deal with media attention and represent Oxfordshire LEP in a local and national context
- Significant and current experience of leading a business based in the County
- Empathy, in order to be able to work with and influence a wide range of people often in sensitive situations
- Be well-connected, with demonstrable links to other businesses and organisations
- Ability to convey the wider messages, unite divergent interests, build consensus and support for our common goals

Terms of appointment

- Commitment to serve for a minimum three year term with an option to extend by agreement of the Board for a further term of up to two years (maximum five)
- Absolute minimum commitment of 20 days a year, including chairing Board/strategic meetings, event attendance and ambassadorial duties
- This is a pro bono appointment, in line with most other LEPs across England
- As you are representing others, there are responsibilities attached to the role. To be an effective Chair you will need to:
 - Establish a means of engaging with the wider business community and other sectors
 - Let the CEO know if you feel you may have a conflict of interest related to any items on business
 - Speak on behalf of the private sector to ensure that its contributions are included in the discussions and activities of local and national government

Remuneration

The Board positions are not remunerated. Reasonable travel expenses will be reimbursed and all expense claims will be recorded in line with the Board's full transparency requirements.

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Equal Opportunities

The Oxfordshire LEP encourages applications regardless of gender, ethnicity, religion, disability, sexual orientation or age.

How to Apply and Timetable for Recruitment

If you feel you have the skills and experience to meet these challenges and wish to apply for this opportunity, please send a CV with a covering letter to

Beryl Manners 01865 261433 or mail berylmanners@oxfordshirelep.com

Key dates		
Closing date	21st - 13th November December 2015	Formatted: Superscript
Short-listing	w/c 16th - 14th November January 2016	Formatted: Superscript
Shortlisted candidates evening meeting with Board and stakeholders	24th - 13th November January 2016	Formatted: Superscript
Interviews	January 2016	
Commence role	January - March 2016	

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