



Oxfordshire Local Enterprise Partnership (OxLEP)

Director – Strategy and Programmes

**Fixed term contract/secondment opportunity to 31
March 2018**

Job Description

Introduction: Oxfordshire Local Enterprise Partnership (OxLEP) is one of 38 LEPs operating across England. We are responsible for championing and developing the Oxfordshire economy. Now in our sixth year of operation, OxLEP has made considerable progress in strengthening Oxfordshire's economy by establishing robust and effective relationships between businesses, academia and the public sector. This is an exciting opportunity to join a dynamic organisation as part of our senior management team.

Our Vision: Oxfordshire as a vibrant, sustainable, inclusive, world leading economy, driven by innovation, enterprise and research excellence.

Job title: Director of Strategy and Programmes

Term: The position is offered on a fixed term contract or secondment opportunity to 31st March 2018. Extension beyond this date is dependent on confirmation of external funding.

Reporting to: OxLEP Chief Executive

Job purpose: The post holder will actively engage with stakeholders, develop partnerships and deliver programmes that drive investment, innovation and economic growth across the region, an economy of 430,000 jobs and 33,000+ enterprises with a GVA of some £22bn per annum.

The post is full time based at our offices in Oxford and will require considerable travel across the region.

The Director of Strategy and Programmes forms part of the OxLEP Corporate Management Team, along with the Chief Executive, Director of Business Development and Head of Corporate Services which collectively has responsibility for the successful leadership and management of the growth agenda for Oxfordshire.

Scope of role:

Objectives: The delivery of the Strategic Economic Plan is a shared responsibility. The interventions of OxLEP alone will not be sufficient to drive economic improvement, however, they form an important part of a private sector led agenda focused on integrated and sustainable growth. Working in partnership with business, academia and local government we are already seeing significant progress, clarifying investment priorities, aligning resources, influencing government and delivering.

In order to advance the delivery of our Vision – and to build on the progress we have already made in pursuit of the objectives set out in our SEP – we will continue to focus delivery around our four main thematic objectives;



people

Deliver and attract specialist and flexible skills at all levels, across all sectors, as required by our businesses, with full, inclusive employment and fulfilling jobs.



place

Provide a quality environment and choice of homes needed to support growth and capitalise upon the exceptional quality of life, vibrant economy and the dynamic urban and rural communities of our county.



enterprise

Encourage innovation led growth, underpinned by Oxfordshire's strengths in University research and development, business collaboration and supply chain potential.



connectivity

Allow people to move freely, connect easily and provide the services, environment and facilities needed by a dynamic, growing and dispersed economy.

The Director of Strategy and Programmes leads work programmes that significantly contribute to the operation of OxLEP, with specific responsibilities to lead the development and implementation of the Strategic Economic Plan objectives, particularly in regard to our '**Place**' and '**Connectivity**' objectives.

Principle responsibilities:

Lead the development and delivery of our Strategic Economic Plan, its subsidiary delivery plans and propositions, locally, nationally and in partnership with neighbouring LEPs as appropriate including the emerging Oxfordshire Strategic Infrastructure Plan and Energy Strategy amongst others.

Lead and coordinate a wide range of organisations to identify, foster, secure and retain investment across the Oxfordshire economy

Provide strategic leadership to local partners, promoting and maximising the economic growth potential of the county with stakeholders such as DfT, Government Departments, Agencies and Local Authorities

To lead OxLEP's input into strategic infrastructure policy discussions locally, regionally and nationally alongside local authority partners, neighbouring LEPs and government departments

To oversee the delivery of OxLEP programme management functions including our City Deal, ESIF and Local Growth Fund responsibilities

Work with Government, landowners, and business leaders to develop high quality investment opportunities in support of our SEP objectives

Lead the oversight of Oxfordshire's European Structural Investment Funds strategy development and any future successor programmes post Brexit

To use business evidence to build cases to influence and shape Government policy at local and national levels such as Science Innovation Audits, and responses to various national policy initiatives such as Industrial Strategy as they arise. This may require leading joint responses across differing geographies and sectors depending on the scope of the policy – for example across the England's Economic Heartland partnership for sub-regional transport related matters.

Provide leadership to the OxLEP team as a member of the Corporate Management Team.

Relationships:

The post holder will be expected to build positive and effective working relationships with the following staff and stakeholders:

- OxLEP Board, management and staff
- OxLEP delivery partner project leads and senior staff
- OxLEP accountable body management and senior staff
- OxLEP's infrastructure delivery partners, locally, regionally and nationally
- Stakeholders supporting delivery of SEP, SEEIP and CCHT investment plans and strategies
- Central and local government departments/ representatives

Person Specification:

	Essential
Qualifications	<p>Educated to degree level or equivalent</p> <p>Evidence of relevant CPD</p>
Work Related Experience	<p>Significant experience of working at director or senior management level preferably in strategy formulation and programme development across a complex public/private sector partnership environment</p> <p>Experience and success in delivering and embedding change in complex partnership organisations</p> <p>Significant experience of handling complex situations, managing both political and reputational risks to achieve desired outcomes</p>
Specialist Knowledge/Skills	<p>In depth knowledge of and significant experience in managing in house and external stakeholder teams to achieve corporate objectives in similar sized organisation/s, providing direction, including the planning and implementation of legislative requirements</p> <p>Knowledge and experience of leading strategic transport and place shaping activities to deliver outcomes to time and budget</p> <p>Experience of building project business cases and bids to secure external funds at Government and EU levels</p> <p>Understanding of Government appraisal techniques (such as green Book and WebTAG)</p> <p>Familiarity with a range of public sector funding sources and their regulations</p> <p>Advanced communication and presentational skills.</p> <p>Experience of developing and implementing successful investment strategies</p> <p>In depth understanding of working with businesses and associated representative organisations, Universities, Colleges, Social Enterprise and Local Government stakeholders</p> <p>Experience of preparing/reporting at Board level in an</p>

	<p>equivalent public/private sector organisation</p> <p>Effective use of Microsoft office (including Outlook, Excel, Word and PowerPoint) and relevant databases</p>
<p>Personal Skills</p>	<p>Ability to motivate self and the wider team and to prioritise and act decisively.</p> <p>Customer focussed and outcome orientated</p> <p>Excellent interpersonal skills that can be used to engage with a wide range of audiences</p> <p>Strong analytical, information and problem solving skills</p> <p>Communicates orally in a clear, fluent, concise and appropriate way, which holds people's attention both in groups and in one-to-one situations</p> <p>Makes firm and well-considered decisions about ideas and courses of action within realistic timescales</p> <p>Displays assertiveness and independence of thought and action without overstepping agreed boundaries</p> <p>Excellent facilitation and negotiation skills and experience of consensus building</p> <p>High standards of integrity, honesty and professionalism</p> <p>Committed to acting corporately and collaboratively – inside and outside the organisation</p> <p>Ability to give advice and guidance to help develop the knowledge and skills of team members</p> <p>Politically astute with senior level experience across the political spectrum</p> <p>Ability to work effectively under pressure, meet deadlines and targets</p> <p>Pursue diversity policies that raise awareness of the issues and tackle barriers to an inclusive way of working.</p> <p>Facilitate the effective delivery of actions and plans by communicating with enthusiasm and turning aims into</p>

	achievable goals
Other requirements	<p>Valid driving licence and own transport, or be able to provide alternative, suitable method of travel.</p> <p>Work outside of standard hours including evenings and weekends may be required from time to time including attendance at meetings and events as well as participation in out of hours in emergency situations.</p>

Employment package

Salary – up to c£75k per annum dependent on experience

28 days annual leave per annum

Flexi time policy

Generous contributory pension scheme

The position is offered on a fixed term contract or secondment opportunity to 31 March 2018. Extension is dependent on confirmation of external funding.

For an informal discussion about this role please contact Nigel Tipple, Chief Executive on 0345 241 1196

To apply for this position please send your CV and a covering letter (max 4 pages) outlining your experience against the person specification above to:

Nigel Tipple, Chief Executive, OxLEP, Jericho Building, Activate Learning - Oxford, Oxpens Road, Oxford, OX1 1SA or by email

ChiefEXEC@oxfordshireLEP.com

Closing date for applications is 12 noon 7 April 2017

Interviews will be held in Oxford on 19 April 2017