



Director of Corporate Services Job Description

Job Description and Person Specification

- 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 Corporate Services.
- Term:** Fixed term to 31st March 2020. Extension beyond this date is dependent on confirmation of external funding.
- Reporting to:** OxLEP Chief Executive.
- Job purpose:** The post holder will be responsible for leading a range of corporate services that support the business as the LEP fulfils its role to proactively facilitate economic growth across Oxfordshire.

Scope of role:

The Director of Corporate Services leads work programmes that significantly contribute to the operation of Oxfordshire Local Enterprise Partnership, including HR, finance, risk, legal and compliance functions and the completion of statutory documents such as the annual report, annual accounts and others required by government, partners or corporate law.

Principle responsibilities:

- Day to day responsibility for the operational management of the company's statutory functions and responsibilities;
- Developing and managing the provision of the company's HR functions, including liaison with County Council HR for seconded staff arrangements;

- Oversee development and management of financial management and reporting processes, working alongside Oxfordshire County Council (as OxLEP accountable body) the Vale of the White Horse (as EZ Accountable Body) and our contracted auditors to prepare monthly, quarterly and annual financial and management accounts in support of the budget process;
- To support the preparation of funding applications and claims including EU and central government programmes;
- The post holder will be responsible for the effectiveness of the governance arrangements of the organisation, overseeing due diligence and reporting to the Finance and Audit committee;
- The post holder will fulfil the roles of Company Secretary, Data Protection Officer and Responsible Officer and undertake the legal responsibilities of those roles;
- Managing the Company's legal contracts with sub-contractors in liaison with the Company's solicitors and accountable body;
- Continued development, monitoring and reporting of the organisations risk registers including reporting to Chief Executive, Senior Management Team and Board/Sub-Committees;
- Overseeing the communications, finance, compliance and programme management functions of the organisation;
- Maintaining and managing adherence to health and safety policies and procedures and ensuring compliance and adherence to all relevant legislation;
- To assist in the management and provision of secretariat support to the Company's board meetings, committees and sub-groups.

Relationships:

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

- Board, sub-groups, corporate/senior management teams and staff;
- Delivery partner project leads and staff;
- Accountable body management and staff;
- Finance, HR and legal advisors;
- Central and local government departments/ representatives.

Person Specification:

	Essential
Qualifications	<p>Educated to degree level or equivalent.</p> <p>Relevant postgraduate or professional qualification with evidence of relevant CPD.</p>
Work Related Experience	<p>Proven track record of effective planning, control and monitoring of budgets, legal, HR, risk functions and health and safety.</p> <p>Experience of partnership working, including negotiating, communicating and joint working with internal/external organisations to achieve outcomes</p>

	<p>Experience of managing sensitive issues in a highly political environment.</p>
<p>Specialist Knowledge/Skills</p>	<p>Thorough knowledge of and significant experience in managing corporate services to achieve corporate objectives in similar sized organisation(s), providing direction, including the planning and implementation of legislative requirements.</p> <p>Understanding of Government appraisal techniques (such as green Book and WebTAG.)</p> <p>A strong understanding of UK company law, EU law and procedures and economic development policy.</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 preparing/reporting at Board level in an 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>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 achievable goals.</p>
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
<p>Salary up to £75,000 per annum depending on experience 28 days annual leave per annum Flexi time policy</p> <p>Generous contributory pension scheme</p>
<p>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:</p> <p>Nigel Tipple, Chief Executive, OxLEP, Jericho Building, City of Oxford College Campus, Oxpens Road, Oxford, OX1 1SA or by email</p> <p>Closing date for applications is the 23rd February Interviews will be held in Oxford on 6th March</p> <p>For an informal discussion about this role please contact Nigel Tipple on 0345 241 1196</p>

