

## Dorset Local Enterprise Partnership

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## Job Description - Deputy Chair of the Board

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October 2020

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## **JOB DESCRIPTION - ROLE OF THE DEPUTY CHAIR**

### **Purpose**

The Dorset Local Enterprise Partnership (Dorset LEP) Deputy Chair will be critical to the successful development of the LEP, helping to provide strategic leadership in relation to the development of the partnership and delivery of the Business Growth Plan.

The Deputy Chair will support the Chair to ensure that a broad range of perspectives are united towards the common goal of promoting the interests of the Dorset economy with key influencers in government to secure investment throughout the region.

### **Role and Responsibilities**

- To support the Chair in providing strategic leadership and direction to ensure that Dorset LEP achieves its goals.
- To support the Chair in leading the Dorset LEP in developing and implementing an effective vision and strategy that identifies and addresses the key priorities for local economic growth.
- In the absence of the Chair, deputise and effectively chair meetings of the LEP Board leading it towards decisions that ensure the strategic vision and key objectives of the Partnership are delivered.
- In the absence of the Chair, deputise at local, regional and national levels and working with appropriate partner organisations and individuals, championing the LEP and being an effective influencer and ambassador for Dorset.
- In the absence of the Chair, deputise as necessary at conferences/events/meetings with Ministers, MPs and key civil servants, being an effective advocate on behalf of Dorset.
- To reflect the agreed policies of the Dorset LEP Board and its members in all discussions with partners, stakeholders, local and central Government and its agencies.
- To support the Chair in ensuring that the Dorset LEP (including the Board) adheres at all times to high standards of ethics and governance in public life and is an exemplar to other organisations.
- To support the Chair in ensuring that all Board members participate actively in the work of the Board, encouraging their attendance and engagement and keeping regular contact with all members.

## PERSON SPECIFICATION - EXPERIENCE AND ATTRIBUTES

### Experience

- You will have well developed chairmanship skills.
- You will have demonstrable experience of working with both local and national government bodies and the private sector at a senior level.
- You will be able to demonstrate an understanding of the challenges of leading an organisation in its early development and experience of providing strategic leadership on a Board of a significant business.
- You will have an established reputation and a public profile and make a significant contribution to this partnership using your network of well connected decision makers.
- You will possess a strong political acumen with a clear understanding of local and national politics to help promote Dorset LEP at the highest level.
- You will be an experienced Director with outstanding organisational skills and an impressive portfolio of key achievements.

### Attributes

- As Deputy Chair you will demonstrate a clear understanding of the challenges and opportunities facing the Dorset LEP and a clear strategic vision for the future.
- You will possess a successful track record of quickly building credibility in both the private and public sectors.
- You will be a strong communicator, confident when speaking in public, with a clear and concise delivery.
- You will be able to inspire those around you through your energy and enthusiasm and be innovative in your approach to tackle issues and offer solutions.
- You will be determined to achieve the aims of the Dorset LEP through a collaborative style, listening to often conflicting viewpoints and priorities and with an eye on strategic opportunities.

**Time Commitment**

The Deputy Chair will be expected to deputise and chair LEP Board meetings in the absence of the Chair, currently held every two months. They will also be expected to deputise for the Chair and represent the LEP at meetings with businesses, stakeholders, other LEPs and with Government officials and Ministers as necessary.

**Period of Appointment**

The Deputy Chair will serve a three-year term which may be extended by a further three years (serving a maximum of six-year term). Extension of the Deputy Chair's initial term of office beyond three years will be agreed by a majority of the Board, excluding the Deputy Chair.

**Remuneration**

The Board positions are not remunerated but reasonable travel expenses will be reimbursed.