



**Dorset Local Enterprise
Partnership**

**Job Description – Skills
Advisory Panel**

August 2019

Purpose

The Dorset Skills Advisory Panel brings together representatives from Dorset businesses to identify, understand and address key local skills and labour market challenges and opportunities. The Skills Advisory Panel will work with the Dorset Skills Board to ensure that Dorset has the skills and workforce needed to support economic growth and all residents have skills they need to meet their full employment potential.

Panel members have a responsibility to uphold high standards of integrity and probity. They should support the Chair and Deputy Chair of the Panel in instilling the appropriate culture, values and behaviours in the boardroom and beyond.

Role and Responsibilities

The duties and responsibilities of a board member are to:

- Work with Panel Members to oversee the development and establishment of robust, up to date skills and labour market intelligence in Dorset.
- Direct the development of robust, evidence based skills analysis in the Dorset LEP area.
- In collaboration with the Dorset Skills Board and other partners, develop a Dorset Skills Strategy for the Dorset LEP area. To set a skills development agenda and provide direction for strategic investment decisions.
- Raise the profile of skills and training in Dorset, promoting the importance of investment in skills to the business sector.
- Feedback to their stakeholders on Dorset LEP decisions and activities;
- Attend Skills Advisory Panel meetings;
- Actively develop an effective business-public sector partnership.

Person Specification - Experience and Attributes

The personal experience and attributes of panel members are to:

- Represent business at a senior level;
- Have first-hand knowledge and current experience of the Dorset LEP business environment, through a strong and proven track record of local business leadership.
- Have experience of skills and training, this maybe as a business leader, or within roles directly related to workforce for example Directors of HR, or Workforce Planning.
- Have substantial experience and understanding of structuring effective working relationships.
- Have the ability to make informed, balanced and independent judgements on key skills and labour market issues in Dorset.
- Have the ability to consider long term implications and hold broad views of issues, identifying opportunities and key risks.
- Have the ability to act as an ambassador for Dorset, with extensive experience of working with the private sector and engaging the confidence of key businesses, business organisations, local and central government (including Ministers of State) and other agencies as appropriate.

Time Commitment

- Minimum of 6 Dorset LEP Skills Advisory Panel meetings
- Appropriate time before and between meetings to read papers and stay abreast of relevant developments
- Regular discussions and exchanges with the Chair of the Skills Advisory Panel.

The anticipated time commitment is 1/2 day per month.

Panel members are de-facto ambassadors of the Dorset LEP, and as such there will be a number of events and activities throughout the year where Panel members will be invited to attend.

It is expected that each Committee member will do their best to support Dorset LEP when their assistance is required.

Period of appointment

The normal term of appointment will be two years. Further details are in the articles of association.

Remuneration

The committee positions are not remunerated. Reasonable travel expenses will be reimbursed and all expense claims will be published in line with the board expense policy.