

The Essex Federated Board (EFB)

Vice-Chair Specification

About the Board

The new, refreshed Essex Federated Board (EFB) has a vital role to play in influencing and driving a visionary and forward-thinking economy. It acts as one of four federated boards for of the South East Local Enterprise Partnership (SELEP). The board represents the following local authority areas: Uttlesford, Braintree, Chelmsford, Epping Forest, Maldon, Tendring, Colchester & Harlow, but aims to have a strategic influencing role on wider functional economic areas where clear benefits are apparent.

The EFB takes a leading role in driving forward strategic economic growth priorities for Essex; informing key decisions and providing a strong collaborative voice for the private and public sector to lobby for funding and unlock opportunities for the Essex economy.

The EFB establish working groups to support the EFB's work on key priorities or provide expert advice on key topics that pose as a significant opportunity or challenge to the private sector within Essex.

Further information on SELEP and the role of Federated Boards can be found at www.southeastlep.com.

Typical Responsibilities of the Vice-Chair

The Vice-Chair will be responsible for:

- Supporting chairing the Federated Board Meetings for a two-year period (Board meetings typically take place on a quarterly basis and run for a 2 hour period).
- Ensuring that the EFB has at least one third female membership of appointed members of the Federated Board by March 2020.
- Working closely with the secretariat to progress the work of the board, prepare the agendas, oversee the work of the thematic working groups and generally ensure the progress of the board's work between meetings; this will require additional meetings between quarterly meetings of around 1-2 hours.
- Deputise for the Chair at SELEP meetings to provide EFM representative where necessary. This may include providing representation for the EFB at the quarterly SELEP Strategic Board Meetings and other additional sub groups as agreed by SELEP Board as part of their governance arrangements. Please note, at the time of writing SELEP is still in the process of incorporating as a legal entity and understanding its wider governance processes as part of this change. It is likely that this will require the Chair to attend the Board as a Director – this will be established by December 2019.
- Approving minutes and meeting agendas within the timeframe of Federated Board governance.
- Support the Chair in developing a solution focused attitude at the board and fostering positive working relationships amongst Board members exemplifying Board member behaviour and input.

- Contributing relevant knowledge and expertise to illuminate the business issues facing the area, the strengths and opportunities and the initiatives which could be taken to drive business growth.

About the Person

The Vice-Chair will be a dynamic and engaging individual with leadership experience in the private sector. The Vice-Chair will bring the following to the role:

Experience and Abilities

- A successful track record operating as a leader in the private sector, understanding the challenges and areas of opportunity for innovative business growth.
- A proven track record of leading and providing focus and direction in meetings to ensure all views are considered, driving consensus in order to achieve outcomes. Proven ability to articulate and implement strategies and plans and to give passionate leadership to their execution.
- Ability to operate as a high-profile advocate for Essex and generate enthusiasm for the aims of the Board.
- Ability to lobby for the interests of the EFB across the SELEP region and nationally, with a range of stakeholders.
- Ability to work effectively as a member of a team in which colleagues work cooperatively with each other, accepting collective responsibility.
- A connection to, or affinity with, the Essex area. It is desirable for you to have an established reputation and public profile/network of contacts within the Essex area.

Skills and Characteristics

- An engaging public speaker with presence, good communication skills and excellent interpersonal skills.
- Impartial, passionate and driven leader.
- Experienced political awareness.

Remuneration

The post is not remunerated, although reasonable travel and expenses will be paid.