

### **About the Board**

Opportunity South Essex (OSE) is a private-public partnership whose vision is for South Essex to have one of the fastest growing and most sustainable economies in the UK, providing opportunities for businesses, attractive for inward investors and benefit local communities.

We have a strong relationship with the South Essex local authorities, who are Basildon Council, Castle Point Borough Council, Essex County Council, Rochford District Council, Southend on Sea Council and Thurrock Council. We are one of the four federated boards of the South East Local Enterprise Partnership (for further information see [www.southeastlep.com](http://www.southeastlep.com)) and play a key role in the Thames Estuary.

OSE has established an influential position in relation to local and regional growth. We have a strong track record in securing investment, working productively across a range of partners, lobbying for investment to unlock opportunities and providing a single clear voice for South Essex.

### **The Role**

The responsibilities of the Deputy Chair include:

- 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 OSE 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 task and finish 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 OSE representative where necessary. This may include providing representation for OSE 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.

## **The Person**

The Board is seeking an experienced business leader who is, engaging and dynamic and passionate about strengthening the future Essex Economy for all. The Deputy Chair will possess the following attributes:

- Be a dynamic and engaging individual with leadership experience in the private sector.
- 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 South Essex and generate enthusiasm for the aims of the Board.
- Ability to lobby for the interests of OSE 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, South Essex. It is desirable for you to have an established reputation and public profile/network of contacts within South Essex.

## **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.