

Buckinghamshire
LOCAL ENTERPRISE
PARTNERSHIP
THE ENTREPRENEURIAL HEART OF BRITAIN

Vacancy: Private Sector Board Director

Buckinghamshire Local Enterprise Partnership



Application Pack

This pack includes:

- Information about Buckinghamshire LEP and our strategic ambitions,
- Details about our Board,
- The job description and person specification,
- Application timeline and details.

Welcome to Buckinghamshire

Buckinghamshire LEP is seeking an experienced and influential senior business trailblazer who can bring leadership and energy to the role of Board Director, continue to facilitate our excellent relationships with key stakeholders, and perform as a high-level advocate for Buckinghamshire regionally, nationally and internationally.

This role is essential to the region as it helps advance accelerated growth in productivity, innovation, earnings and wellbeing across the county and to deliver the ambition to create a local economy that is sustainable, innovative, resilient and inclusive. The Buckinghamshire LEP Board Director will help drive forward an economic agenda, which focuses on the needs of business, residents and communities to achieve our strategic ambition, accelerating the rate of both recovery and growth.

We welcome applications from individuals who can see the bigger strategic picture, offer challenge and insight and genuinely input into the process of advancing the Buckinghamshire economy. We seek applications from individuals who have the proven ability to meet and deliver our aspirations and who possess the energy, commitment and wisdom to lead the development of our strategic priorities and oversee all our decisions and activities.

Buckinghamshire LEP area

Home to some of the UK's most iconic business and cultural assets, Pinewood, Silverstone, Stoke Mandeville and Westcott, Buckinghamshire is the location of choice for many internationally focused businesses, including Bosch, ESRI, Martin Baker, Cisco, Instron. Buckinghamshire has traditionally been known as a county of entrepreneurs with more businesses starting, surviving and thriving here than many other areas.

With one-third of the county designated an Area of Outstanding Natural Beauty and Buckinghamshire grammar schools leading the way in the best performing schools system in the country, Buckinghamshire is a draw for talent, with evidence showing we have the best educated workforce in the land.

The area has some fantastic locational advantages for business, adjacent to London and Heathrow Airport, skirted by the M25, M1 and M40 and operating as the natural bridge between the Thames Valley and the Oxford to Cambridge Arc. New rail

connections including the Crossrail and East West Rail links will further enhance Buckinghamshire's position as a great location for businesses to operate and thrive.

Our area is not without its challenges, with plenty of competition retaining talent is a perennial quest, our digital infrastructure needs further development and our innovative businesses need further support to grow and reach their full potential.



Buckinghamshire LEP organisation

Buckinghamshire LEP is one of 38 Local Enterprise Partnerships operating across England. We are considered by Government to be amongst the most successful in terms of our strategic outlook, operational delivery and exceptional reach and insight into the business community.

The purpose of Bucks LEP is to help drive forward the local economy. Stimulating growth and attracting investment, thereby improving the economic prospects of the communities and people across our area.

Our work is primarily concerned with enabling sustainable and productive economic growth through creating more jobs, up-skilling our workforce and by providing the vital supporting infrastructure and housing.

Successes

Bucks is a significant wealth generator for the UK economy, and the commitment of over £80m in Growth Funds by the LEP is unleashing ambition and creativity in the

county. This funding is enabling the delivery of new road infrastructure, better employment, education and business opportunities and enhancing digital connectivity to support sustainable economic growth in Buckinghamshire.

Our Growth Fund investment has helped support the development of the Silverstone Sports Engineering Hub; the Satellite Applications Catapult Innovation Centre at Westcott; the Bucks Life Science & Innovation Centre at Stoke Mandeville Hospital; and deliver new broadband connections for many rural businesses; along with investment in infrastructure projects such as the High Wycombe Town Centre link road. Our performance in supporting investment and in setting an ambitious strategic economic direction together with sound and transparent governance principles have meant that we have always been respected and seen as an essential partner by business our local community and government.

Future challenges and opportunities

There is a real momentum within Buckinghamshire, and we are driven to ensure the local business community feels the benefit of this progress. But we are not a LEP just delivering what is expected, we are trying to push the county's business community to new heights and, by successfully applying to deliver additional projects, we are also seeing Buckinghamshire lead the way nationally and even internationally.

Covid has accelerated the urgency of tackling longer-term priorities we had already identified, such as the regeneration of our town centres, bridging skills gaps, securing more digital inclusion and in providing flexible and viable work premises for growing innovative businesses. That is why we launched the Buckinghamshire Economic Recovery Plan, building on existing support available at national and local levels, the Plan sets out the actions and interventions that we and our partners are bringing forward to help our economy navigate the challenges facing us now and to enable strong recovery and growth.

Buckinghamshire Local Enterprise Partnership Private Sector Board Director Job Description

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| Role: | Private Sector Board Director, Buckinghamshire LEP |
| Accountable to: | Buckinghamshire LEP Board Chair - Andrew M Smith |
| Fees: | These are voluntary roles and will not be eligible for any salary. Reasonable expenses for duties undertaken will be reimbursed. |

TIME COMMITMENT

It is expected that the time commitment will be on average of one-two days per month including preparation and attendance at quarterly board meetings, visits to Buckinghamshire businesses and training providers and representing

Buckinghamshire LEP at events and meetings with government and other strategic delivery partners.

MAIN PURPOSE

The Buckinghamshire LEP Board is responsible for strategic leadership of the economic development/growth agenda in Buckinghamshire. The Buckinghamshire LEP Board is also responsible for prioritisation and technical appraisal of schemes pre-award of any funding.

To advise and support the Buckinghamshire LEP Executive in the strategic development and operational delivery of a programme of activity including business support, skills delivery, capital investment and Enterprise Zone management.

To help ensure that public funds are utilised fairly and effectively for the benefit of the Buckinghamshire economy.

RESPONSIBILITIES ROLE OF BOARD DIRECTORS

The key purpose of the Buckinghamshire LEP board is to provide direction for economic development interventions in Buckinghamshire and manage strategic/operational risk within the Buckinghamshire LEP operational delivery programme.

- Provide strategic input to the Board on driving the growth of the Buckinghamshire LEP area's economy from a private sector perspective.
- Actively seek to promote the interests of the LEP at key opportunities to influence Government and business, with the broad aim of securing investment in the Buckinghamshire LEP area.
- Contribute to a clear and informed view of the strengths, weaknesses, opportunities and threats facing the Buckinghamshire LEP area's economy.
- Contribute to the further development and help to drive implementation of the LEP's work programme, addressing the key priorities for economic growth.
- Contribute to the further development of the LEP's strategy and governance, in particular in the context of the development and implementation of the Local Industrial Strategy.
- Champion the work of the Board, its objectives, outcomes and results to relevant partners, organisations, networks and business organisations.
- Adhere at all times to high standards of ethics and governance in public life.

EXPERIENCE AND ATTRIBUTES

Board Directors must be able to demonstrate the following:

- A clear strategic vision, excellent communication and leadership skills, and a demonstrable understanding of the drivers of economic prosperity.
- Significant experience of leading or developing a successful business or social enterprise based in or operationally active in the Buckinghamshire LEP area.

We would be particularly keen to consider applicants linked to our key growth sectors of the Creative & Digital Industries, Life-Science, Space and Advanced Engineering.

- That you are well-connected, with demonstrable links with other businesses and strategic organisations.
- Knowledge and passion for the economic and business drivers which will enhance the vitality and competitiveness of the Buckinghamshire LEP area.
- Preparedness to assume leadership roles on specific issues by agreement with the Chair to help drive work forward across the Partnership between Board meetings.
- Commitment to serve for up to four years at regular LEP Board meetings, other events and to champion the work of the Local Enterprise Partnership.

Period of appointment

The Board Member will serve a three-year term which may be extended by a further three years following approval by the LEP Board.

Equal opportunities

Buckinghamshire LEP is fully committed to the promotion of equality of opportunity to all, irrespective of sex, marital status, pregnancy or maternity leave, civil partnership status, sexual orientation, gender reassignment, religious belief, race, disability and age. The Buckinghamshire LEP has published a [Diversity Statement](#) and seeks to ensure to that the composition of the LEP Board is diverse and reflective of the Buckinghamshire community. In determining the optimum composition of the LEP Board, LEP recruitment requires inclusivity and equality of opportunity for all and prioritises industry knowledge, expertise, geography, sectors and diversity of business size.

Transparency

Recruitment of Board Director roles are through an open and transparent process. As an equal opportunities employer applications reflecting the diversity of the community are welcomed by Buckinghamshire LEP. We are particularly keen for applications from females and less well represented groups.

How to apply

If you wish to apply for the position of Board Director on the Buckinghamshire LEP Board please email sarah@buckslep.co.uk the following documents for your application:

- An up-to-date CV setting out your career history, with an overview of your responsibilities and achievements and preferred contact details.
- A supporting statement (or covering letter) of no more than two pages, which fully addresses the criteria in respect of the role and person specification.

- Details of two referees who can speak authoritatively about you together with a brief statement of the capacity and over what period of time they have known you.

Referees will not be contacted without your prior consent. It is essential that your CV and supporting statement (or covering letter) reference all the relevant experience that the selection panel will be looking for in the sift process. If you require a copy of this recruitment pack in an alternative format, please call our team on 01494 927132. If you cannot apply electronically, please post your application to: Buckinghamshire LEP 1 Claydon House, Rabans Lane, Aylesbury Bucks HP19 8TE.

How we will deal with your application

We will deal with your application as quickly as possible and will advise you of the likely timetable at each stage. Following your application:

- You will receive an acknowledgement of receipt of your application.
- Your application will be evaluated against the criteria detailed in this pack and a long list will be compiled.
- All applicants will be contacted with feedback.
- The Remuneration and Nominations Sub Group will agree a short list of candidates to interview.
- All candidates interviewed will be contacted with feedback.
- Where a candidate is unable to attend an interview on the set date then an alternative date will be offered only at the discretion of the panel.
- If successful, you will receive a letter confirming your appointment.
- If you are unsuccessful, you will be notified and feedback will be offered.

Recruitment timetable

Application Process Commences July 29th

Closing Date for Applications September 10th

Shortlist Interviews w/c September 20th

Nomination Ratified Buckinghamshire LEP Board Meeting October 8th