

# **CHIEF EXECUTIVE Lancashire LEP**

## **DRAFT JOB DESCRIPTION AND PERSON SPECIFICATION**

**Contract:** Permanent full-time

**Based at:** Lancashire Enterprise Partnership Ltd, Old Docks House, 90 Watery Lane, Preston, PR2 1AU. Additional travel will be required across the Local Enterprise Partnership (LEP) area, across the North West and to London amongst other locations

**Reports to:** LEP Chair of the Board

### **1. MAIN PURPOSE OF THE ROLE**

To provide high quality leadership and support to the Lancashire LEP and its associated public and private sector partner organisation's in understanding, setting and driving the strategic direction for the economic growth of the Lancashire area and to ensure the delivery of its strategic priorities.

### **2. POSITION IN ORGANISATION**

Reports to the Chair of the Board

### **3. DUTIES AND KEY RESPONSIBILITIES**

#### **3.1 STRATEGY AND LEADERSHIP**

- To provide energetic and visionary leadership which inspires staff, partners and stakeholders
- To lead on the delivery of the strategic economic plan for the Lancashire area which underpins regional and national strategies and is agreed with public and private sector LEP partners
- To lead the implementation of the LEP's local industrial strategy
- To be responsible for driving the development of an annual LEP budget and to monitor performance against budget
- Work with the LEP Executive Team to stay alert to new business opportunities and sources of income through a product and service development programme, bringing relevant and innovative projects to the Board for consideration
- To raise the profile of the Lancashire area and ensure that its vision is communicated effectively to Government
- To work closely with the Chair and the Board of Lancashire to oversee the implementation of Board decisions
- To provide management information to the Board on all Lancashire LEP activities in order that it may make properly informed strategic decisions
- To direct and implement the programmes of work and activity and ensure that policy decisions are conveyed effectively

- To ensure that contractual obligations are fully discharged and ensure transparent financial and operational processes that are satisfactory to providers of funds
- To oversee that appropriate committees, panels and consultation structures are maintained so that the views of partners, stakeholders and the wider business community can be properly canvassed and promoted
- To speak on behalf of the Lancashire LEP to represent their interests via press releases, meetings and other forms of lobbying
- To provide policy advice to LEP officers and ensure that Lancashire LEP has respect and influence locally, regionally, nationally and internationally where appropriate
- To ensure that the work that Lancashire undertakes adds value and complements existing local authority and other public-sector activities
- To ensure that Lancashire maximizes investment opportunities from European and Government funds.

### **3.2 REPRESENTATION AND RELATIONSHIP MANAGEMENT**

- Using exceptional interpersonal skills, communicate with a diverse stakeholder group including, the Board, business leaders, local and national politicians, senior public-sector officers and civil servants, education and training leaders
- To affect a wide range of relationships with stakeholder groups
- To maintain and develop linkages with other Partnerships within the LEP area
- To develop and maintain relationships with other LEPS and the LEP Network including neighbouring and over-lapping LEPS
- To negotiate, lobby and act as an ambassador for Lancashire at a local, regional, national and international level
- To actively engage with business representation groups.

### **3.3 OPERATIONAL MANAGEMENT**

- To lead an effective and high quality executive support and secretariat function, including line-managing the LEP Senior Management Team
- To actively shape and deliver a leading and trusted service offering to the private, public and third sectors
- To provide support to the Lancashire Board and oversee the operation of its sub groups, sector groups and other committees, including the LEP Officer Group (LEPOG)
- To develop, administer and effectively implement such programs, interventions and initiatives as instructed by the Board
- To ensure that all LEP objectives are achieved
- To manage the LEP team, in the effective dispensation of its duties

- To support the Chair in every day duties
- To agree and set milestones and key performance indicators for the LEP team in order to measure effectiveness
- To manage and monitor performance against set objectives and outcomes
- To manage the financial activities of the LEP within the terms of the appropriate operational management costs and associated funding
- To ensure that the funds controlled by the LEP are carefully managed with appropriate controls and are disbursed in accordance with the decisions of the LEP Board and legislative requirements.

#### **4. PERSON SPECIFICATION**

<b>Knowledge</b>
<ul style="list-style-type: none"> <li>• Demonstrable local, regional and national political awareness</li> <li>• Knowledge and understanding of central and local Government and European funding mechanisms</li> <li>• An understanding of the issues involved in actively promoting collaboration, joint initiatives and partnerships</li> </ul>
<b>Experience</b>
<ul style="list-style-type: none"> <li>• Experience of working with senior local politicians, civil servants and MPs</li> <li>• Experience of working with regional and national agencies and Government departments</li> <li>• Relevant and demonstrable experience to growth as well as regeneration, at a senior level</li> <li>• Proven experience of developing and driving strategic change</li> <li>• Experience of working with businesses, across multiple sectors and a demonstrable understanding of their needs</li> <li>• Proven experience of delivering economic development programmes and projects both to time and budget</li> <li>• Previous management of Board relationships with Non-Executive Directors</li> <li>• Private sector experience</li> </ul>
<b>Skills and abilities</b>
<ul style="list-style-type: none"> <li>• Proven ability to lead a multi-faceted organisation</li> <li>• Ability to grasp strategic issues facing business, local and central Government in the furtherance of growth policies and initiatives</li> <li>• Resource management through multiple organisations</li> <li>• Excellent leadership and team working skills, with strong self-confidence and motivational skills</li> <li>• Proven ability to think and act strategically</li> <li>• Proven ability to produce clear, succinct policy papers</li> <li>• Strong strategic, influencing and negotiation skills and ability to work across organisations in an open and effective way</li> <li>• Proven public speaking skills and the ability to inspire and build confidence</li> </ul>

**Personal attributes**

- A positive and enthusiastic attitude
- Good communicator, both verbally and written – with all levels of the public and private sector, press, media and partner organisations
- An excellent networker
- Comfortable and confident in performing a lobbying role
- Takes responsibility
- Celebrates and is proud of success
- Supports others and works well with a team
- Creative and challenges tradition
- Must be dependable and reliable
- Must be able to exercise tact and diplomacy at all levels
- Full clean driving licence
- Must be prepared to work flexibly in terms of working hours