



# **Applicant Information Pack**

Oxfordshire Local Enterprise Partnership Ltd

Appointment of Private Sector  
Non-Executive Director  
(representing the Science Vale Area)

## FOREWORD

This is an opportunity for an experienced business leader to become a Non-Executive Director of the Oxfordshire Local Enterprise Partnership (Ltd) – or OxLEP – and play a pivotal role in driving growth in the local economy and creating sustainable jobs. This particular role will represent Science Vale area.

As Non-Executive Director, you will have a unique opportunity to drive a dynamic and vibrant economic agenda which puts the needs of business, our residents and communities front-and-centre. Oxfordshire has already demonstrated significant economic progress including recognition that we have the most innovative economy across the 37 LEPs in England. Our potential is reinforced with an ambitious and innovation-led Strategic Economic Plan which sets the foundations for successful City Deal and Local Growth Fund submissions, which together contribute in excess of £200m into the local economy; leveraging over £1bn of investment from across public and private business sectors.

We are looking for a persuasive and influential senior business leader who can bring energy and passion to the OxLEP Board.

You will continue to foster positive relationships with key stakeholders and act as a high-level advocate regionally, nationally and internationally. Our Board is well established, representative of a wide range of private and public interests and has active engagement of the two Oxford universities.

Our Board remains focused upon our Oxfordshire Strategic Economic Plan priorities (see [OxLEP refreshed Strategic Economic Plan](#)).

The successful individual will be required to be a Director of the company and is encouraged to have a role on Board Sub-Groups and represent the company at external events. In so doing, they will represent the views and interests of the OxLEP Board, ensuring that decisions are taken in the best interests of Oxfordshire's economy.

The individuals must work within Science Vale area and ideally live in Oxfordshire. We recognise, however, the significant commitment such roles require and therefore we will seek to ensure that the commitments and responsibilities are balanced with both work and external personal commitments, to enable effective performance of the duties required.

If you are excited by the opportunity to play your part in driving the growth of one of the most innovative counties in the country and can demonstrate the ability to meet and deliver our aspirations, we would be pleased to receive your application.

To arrange a confidential and informal discussion about this opportunity, please contact:

**Nigel Tipple – Chief Executive**

**Tel: 0345 241 1196 or email: [chiefexec@oxfordshirelep.com](mailto:chiefexec@oxfordshirelep.com)**

More information on our Board recruitment process can be found via:

[www.oxfordshirelep.com/about/our-governance/key-policies-procedures](http://www.oxfordshirelep.com/about/our-governance/key-policies-procedures)

I look forward to hearing from you.

**Jeremy Long**  
**Chair**

**Oxfordshire Local Enterprise Partnership (OxLEP) Ltd**

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## **ROLE DESCRIPTION**

It is essential that we appoint exceptional candidates, as the challenges facing Oxfordshire as a dynamic and growing innovation-led economy are critical to the success of both the local and national economy.

The Board would like to see applications from individuals who can:

- Demonstrate business leadership with a high profile in the Science Vale area of Oxfordshire
- Support the LEP into the next phase of growth
- Understand business needs, have credibility and can harness the business community to ensure we maximise the potential of Oxfordshire
- Demonstrate empathy in order to be able to work with and influence a wide range of people, often in sensitive situations
- Demonstrate appropriate gravitas in commercial and political environments
- Provide passion for growing business in Oxfordshire
- Strengthen and raise the profile of the business community in Oxfordshire

The Board meets quarterly; this involves an absolute minimum commitment of eight days per annum. Additional input outside of meetings is necessary which is anticipated to be at least a further eight days per annum supporting committee and sub-group working or events.

While this is a voluntary role and attracts no remuneration or contractual obligations, expenses arising from undertaking duties are available in accordance with the company's policy.

As OxLEP is a Limited Company (not for profit) the successful candidate will become a Director of the Company and their details will be filed at Companies House. This invokes certain legal duties and responsibilities which candidates are expected to be familiar and comfortable with.

We would particularly encourage individuals whose experience, skills, gender and ethnicity are under-represented on the Board to apply. The Board recognises that we have some skills gaps, notably: creative and digital, environmental, technology sector, advanced manufacturing, rural business or third sector/social enterprise businesses.

Attention is drawn to our recently refreshed Strategic Economic Plan, Innovation Strategy and Science Innovation Audit – Transformative Technologies Alliance which highlights some of the future opportunities and sectors here in Oxfordshire.

### **Non-Executive Private Sector Directors will:**

- Represent the business interests of the county by setting the strategic direction and purpose of the organisation through the Board, helping to create an environment in which the Oxfordshire economy will grow to benefit all
- Actively engage in the work of the Board, ensuring that the interests of business are voiced and that we are united (and motivated) towards a common goal and purpose
- Actively seek to promote the interests and ambitions of OxLEP in high-level negotiations with key influencers in government, business and community, with the broad aim of driving a positive future for the county and OxLEP's role in supporting it
- Maintain a clear and informed view of the strengths and challenges facing the local and national economy
- Champion our work, our objectives, outcomes and results to relevant partners, organisations, networks and the media

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- Observe the requirements of the Directors Code of Conduct published on the company web site. Details of which can be accessed by following the link below.  
<https://www.oxfordshirelep.com/sites/default/files/uploads/Code%20of%20Conduct.pdf>

### **Experience and attributes:**

Non-Executive Directors must be able to demonstrate the following:

- A strong commitment to, and understanding of, the Oxfordshire area and in particular the challenges of local private sector businesses
- A clear strategic vision, with a demonstrable understanding of the drivers of economic prosperity, the challenges and opportunities facing the county and the ability to work with business, local authorities, MPs and national government to support Oxfordshire's economy
- Strong interpersonal and communication skills; be articulate and able to influence, broker, build strong networks, deal with media attention and represent OxLEP in a local and national context
- Significant and current experience of leading a business based in the county
- Empathy, in order to be able to work with and influence a wide range of people often in sensitive situations
- Be well-connected, with demonstrable links to other businesses and organisations
- Ability to convey the wider messages and support for our common goals.

### **Eligibility criteria:**

- Private Sector Directors: Only those persons who either live within or have a material economic base within the territory (defined as Oxfordshire County), who are not eligible under any of the other categories of directors and who meet any requirements relating to specific skills and experience required in order to fill any Private Sector Director vacancies, shall be eligible for appointment as Private Sector Directors
- This role is geographically-focussed and therefore the applicant should have a clear, current economic interest within Science Vale area.

### **Terms of appointment:**

- Commitment to serve for a minimum three-year term with an option to extend by agreement of the Board for a further term of up to two years (maximum five)
- Absolute minimum commitment of 16 days a year, including sub-group engagement, meetings, event attendance and ambassadorial duties
- This is a pro bono appointment, in line with most other LEPs across England
- As you are representing others, there are responsibilities attached to the role. To be an effective NED you will need to:
  - Adhere to the 7 Nolan principles of public life, see annex 1 attached
  - Engage with the wider business community and other sectors
  - Speak on behalf of private sector business interests to ensure that its contributions are included in the discussions and activities of local and national government.
  - Let the Chair and CEO know if you feel you may have a conflict of interest related to any items on business.

### **Remuneration:**

The Board positions are not remunerated. Reasonable travel expenses will be reimbursed when on official board business and all expense claims will be recorded in line with the Board's full transparency requirements.

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**Equal opportunities:**

OxLEP encourages applications regardless of gender, ethnicity, religion, disability, sexual orientation or age and is keen to actively engage with those groups currently underrepresented on our Board.

**How to apply and timetable for recruitment:**

If you feel you have the skills and experience to meet these challenges and wish to apply for this opportunity, please send a CV with a covering letter to:

Lyn Davies  
Director of Corporate Services  
OxLEP Ltd  
First Floor  
Jericho Building  
City of Oxford College Campus  
Oxpens Road  
Oxford  
OX1 1SA

Or e-mail: [lyn.davies@oxfordshirelep.com](mailto:lyn.davies@oxfordshirelep.com)

**Key dates**

Closing date:	Monday 30 April 2018 (5pm)
Short-listing:	W/C 7 May 2018
Interviews:	14 May 2018
Commence role:	Approval at June 2018 Board

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## **Annex 1 Nolan – 7 Principles of Public Life**

The principles apply to all those in sectors that deliver public services, as LEPs are responsible for the management and defrayal of public money we have committed to the application of these principles in all we do.

They were first set out by Lord Nolan in 1995 and they are included in the [Ministerial code](#) and are set out below.

### **1. Selflessness**

Holders of public office should act solely in terms of the public interest.

### **2. Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **3. Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **4. Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **5. Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **6. Honesty**

Holders of public office should be truthful.

### **7. Leadership**

Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.

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