

JOB DESCRIPTION

Job Title	Chief Executive Officer
Salary:	£118,000 per annum
Contract Type:	Permanent contract, subject to funding
Reports to:	Chair of the Local Enterprise Partnership
Responsible to:	The Board
Location:	Our office is based at 100 Longwater Avenue, Green Park, Reading, RG2 6GP

About us

The Thames Valley Berkshire (TVB) Local Enterprise Partnership was mandated by HMG in October 2010 as one of 38 Local Enterprise Partnerships (LEPs) in England; established by the government to drive economic growth. It incorporated in November 2011.

TVB LEP is a company limited by guarantee; one of 38 LEPs in England competing for public funds to invest in initiatives that address barriers to economic growth. It is a strategic, business-led partnership between the private sector, local government, the community and education sectors, as well as the main business organisations. Its purpose is to bring about the sustainable economic growth of Thames Valley Berkshire through the implementation of a Strategic Economic Plan and to sustain the area's status as the most productive sub region in the UK. To date we have secured and allocated over £200m of UK and European public funds to deliver a wide range of initiatives in our area. Alongside London, the area is the UK's economic powerhouse contributing over £37bn in GVA to the national economy

Scope of Role

The CEO is a director of the company and the Company Secretary. The (LEP) Company Board delegates the management of the LEP to the CEO, the most senior full-time, paid employee in the company. S/he is responsible for the performance of the LEP, as dictated by the Board's overall strategy and direction. The main function of the CEO is to direct and control the work and resources of the LEP so that it achieves its purpose, within the limits of his/her delegated authority. In this regard, the management responsibilities of the CEO are set out in the LEP's Assurance Framework (paragraph 4.13), here: <http://www.thamesvalleyberkshire.co.uk/governanceandtransparency>

More broadly, the role of the CEO is to:

- Lead the performance of the LEP, which is measured by government according to three criteria: delivery, governance and strategy
- Provide visible leadership, strategic direction and a purpose to the LEP, acting as an ambassador for its area of responsibility, Thames Valley Berkshire

- Work with business leaders, government and politicians across the public, private and voluntary sectors, to lead the implementation of an economic growth strategy for Thames Valley Berkshire
- Sustain a strong and effective Board and Forum (a joint scrutiny committee), working with the LEP Chair to ensure that a broad range of challenging perspectives are united towards a common goal and purpose
- Promote the interests of the LEP area in high level negotiations with key influencers in government and business, with the broad aim of securing investment in Thames Valley Berkshire
- Maintain a clear and informed view of the strengths and challenges facing the local economy, ensuring that 'horizon-scanning' mechanisms are in place and effective
- Oversee and guide the development of future LEP strategy including the preparation and implementation of an annual Delivery Plan and (from 2020) Local Industrial Strategy for Berkshire
- Champion the work of the LEP - its objectives, outputs and achievements - to HMG, relevant partners, stakeholders and networks – local to international
- Ensure rigorous compliance with the LEP's Assurance Framework and Company Articles of Association
- Take full responsibility for the financial health and ongoing sustainability of the LEP company
- Provide – with the LEP Chair – the interface with local political leaders, including TVB's eight constituency MPs
- Take full responsibility for remaining compliant with the LEP Review and National Assurance Framework, thus continuing to meet HMG's objectives for LEPs
- Engage fully in the LEP Network and Southern LEPs group

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation

PERSON SPECIFICATION

Thames Valley Berkshire LEP is committed to promoting equality of opportunity and eliminating discrimination in its employment practices including the recruitment of volunteer Non-Executive Directors, Sector Representatives, volunteer members of our Programme Groups and staff.

We seek to ensure that all applicants are treated solely on the basis of their merits, abilities and potential, regardless of age, disability, gender, gender identity, marital status, race (including colour, nationality and ethnic/national origin), religion or belief and sexual orientation.

Attributes	Essential	Desirable
Education/Qualifications		
• Degree or equivalent experience	X	
• Relevant business qualification at Masters level		X
Skills		
• Strong analytical and research skills		X
• Programme management skills	X	
• IT (strong knowledge of Office and Microsoft programmes)		X
• Political sensitivity	X	
• Strong communication and interpersonal skills	X	
• Good presentation skills, including report writing	X	
• Good negotiation skills	X	
• Evidence of creative and innovative working	X	
• Self-management to work to and meet performance targets	X	
• Knowledge and understanding of planning and community development		X
Experience		
• Knowledge and understanding of economic development issues including skills development & training and business issues	X	
• Preparation of funding bids		X
• Working with multi-agency partnerships, businesses and voluntary & community sectors (the third sector)	X	
Personal Qualities		
• Well organised	X	
• Driven to succeed	X	
• Proactive and creative	X	

Attributes	Essential	Desirable
<ul style="list-style-type: none"> Focused on outcomes 	X	
<ul style="list-style-type: none"> Flexible, adaptable and resilient in a rapidly changing organisational environment: resilient 	X	
<ul style="list-style-type: none"> Meets deadlines 	X	
Special Factors		
<ul style="list-style-type: none"> Willingness to attend breakfast and evening meetings and work outside normal working hours 	X	
<ul style="list-style-type: none"> A full UK driving licence with access to a car 		X