APPLY TO BE A BOARD MEMBER

LOCAL ENTERPRISE PARTNERSHIP BOARD MEMBER

APPLICATION PACK

Sheffield City Region
DEAR CANDIDATE

This is an important time for our Local Enterprise Partnership (LEP). You will be joining us as we begin to recover from the biggest public health crisis in generations. But recovery is not good enough; we have to build back better after coronavirus, in a way which helps address South Yorkshire’s long-term challenges. We need outstanding business leaders with creativity, passion, and energy who can help make that happen.

We are well prepared for this. Our new Strategic Economic Plan, due to be launched this year, sets out our shared vision and aspirations for driving transformational, inclusive and sustainable economic growth. In response to the coronavirus crisis, this will be accompanied by a second plan – our £1.7 billion Renewal Action Plan, which sets how we will rebuild South Yorkshire’s economy to be stronger, greener and fairer for all.

Our partnership is in a very strong place. We have an ambition to develop a network of innovation clusters that will become a national and international magnet for people, industry and innovators. The network will be firmly rooted in the strengths that already exist in the region. We have a well-established innovation network that contains world-class capabilities, alongside emerging specialisms and services. We’re pioneers of UK railways, and at the forefront of intelligent mobility and the infrastructure of tomorrow.

Our health sector employs more than 4,000 people and has a well-established reputation for excellence in the development of innovative healthcare technologies. The Advanced Wellbeing Research Centre (AWRC) builds on this capability to undertake world-class research in physical activity.

We also have a lot to offer to the digital sector with organisations including Digital Coalition and Dot Sheffield to Barnsley’s Digital Media Centre all based in the region.

The LEP wants to support the businesses that are based here and help them to create good jobs, develop the skills of our people, and improve their wellbeing and prosperity. We also want to attract new businesses to locate in South Yorkshire, to generate further income for the economy and add value to our business supply chains.

LEP Board members come from different backgrounds across our diverse City Region, and offer a wide breadth of industry knowledge and expertise. We especially want to hear from people who can add to this diversity.

But above all, we are looking for people who are passionate about business and passionate about our region, people who want to show the world how fantastic South Yorkshire is.

If you would like to get involved, to bring your ideas, skills and ambition to bear on some of the greatest challenges our region faces, I would love to hear from you.

James Muir, Chair of the Sheffield City Region Local Enterprise Partnership

“After the coronavirus, it is our job to drive economic renewal; one that transforms South Yorkshire’s economy to be stronger, greener and fairer for all. By bringing together dynamic, diverse and driven people through our LEP Board I believe we can build a better future for our region.”

LUCY NICKSON, VICE CHAIR OF THE SHEFFIELD CITY REGION LEP

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WHY DOES THE SHEFFIELD CITY REGION NEED A LOCAL ENTERPRISE PARTNERSHIP?

Where the private and public sectors work as one in the pursuit of a shared objective, we can achieve great things.

Through our strong private-public partnership we speak with a single loud voice to Government and other key partners across the country and the world.

The LEP Board works to transform our region’s economy by:

• Driving the right investment decisions to meet infrastructure needs.
• Building programmes of support for our businesses.
• Developing our people to succeed in education, training and in work.
• Connecting our places and creating great places to live, work and enjoy green spaces and recreational facilities.

OUR VALUES

We will be agents of change – which means:

• Being evidence and intelligence led.
• Being straightforward, reliable and practical.
• Being driven.
• Being inclusive.
• Being collaborative.

OUR SUCCESSES

We are agents of change – which means we have:

• Provided financial support to 24,628 businesses through our Growth Hub.
• Trained more than 9,000 employees through Skills Bank.
• Secured £500 million of private sector investment for South Yorkshire.
• Invested in 16,000 jobs.
• Shaped a post-industrial heritage into a distinctive, globalised region that leads advanced manufacturing across the UK.

“As with all things, it is easier to influence things from the inside and so if you are the sort of person who feels that you want to try and make a difference to South Yorkshire’s economy, then this role is for you.”

Peter Kennan, Sheffield Chamber of Commerce, LEP Board Member

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ABOUT THE ROLE

£ Unremunerated. Reasonable expenses will be reimbursed in accordance with LEP policy.

Term of Appointment: 3 years.

We have an enviable track record of delivery, supported by a straightforward and practical way of doing business across this super-connected City Region.

Sheffield City Region’s strong private-public partnership embodied in the Local Enterprise Partnership is helping drive economic growth across the City Region.

With growth in high value manufacturing that has not been seen in a generation, and major inward investment from McLaren Automotive and Boeing Sheffield and the private sector powering our economy, now is the time to help guide our journey.

To shape our economic strategy and make sure we retain focus on delivery, we need dynamic, bold and motivated business people to join other senior business leaders, the Mayor, council Leaders and union representatives, on the Local Enterprise Partnership Board.

With this in mind we are keen to hear from outstanding individuals who are capable of representing businesses across our entire region.

For a chance to hear from current Board Members, you can join the virtual discussion - taking place online over MS Teams 10am Monday 10th August. Email LEPBoard@sheffieldcityregion.org.uk to join in.

Applications will close Friday 14th August.

MAIN PURPOSE OF THE ROLE

• To provide high quality leadership of priority policy areas for example, business development, skills and transport.

• To provide high quality private sector experience to the LEP.

• Offer expert advice, guidance and support in the development of strategic economic plans and their implementation.

• Act as a spokesperson on behalf of the LEP and communicate its successes to stakeholders.

CONTRIBUTION TO THE LEP BOARD WITH THE MAYORAL COMBINED AUTHORITY AND TO THE SCR EXECUTIVE

• Work closely with an elected member/leader to lead, shape and drive an economic priority area.

• Act as a conduit for creating strong and purposeful relationships between the private and public sector to deliver longer term economic goals and more immediate recovery actions.

• Advising on and participating in stakeholder relationships and management around priorities to improve regional cohesion.

• To be an ambassador for the City Region, representing the LEP in forums and with businesses.

• To work productively with the Executive Team, to provide challenge and to take advice to deliver all aspects of the role.

“I am really proud to live and work in Yorkshire. I wanted to join the LEP board so that I could be part of a team that is helping to shape to future of our region.

It has never been more important to have a strong and diverse LEP board, we have an opportunity to help the recovery of our region over the coming years and really make a difference to the people and businesses that surround us.”

Gemma Smith, Strata, LEP Board Member

“For me, joining the LEP Board was an opportunity to make a genuine difference locally. As someone who has grown up here, I was passionate about the opportunity to create jobs and build businesses within the region that will help us to lift our horizons as to what can be achieved here.

As a dad of two, I wanted the chance to bring the kind of high value jobs to the region that will enable my children to not have to choose between living locally or having a great career.”

Richard Stubbs, Yorkshire and Humber Academic Health Science Network, LEP Board Member
CONTRIBUTION TO THE REPUTATION AND INFLUENCE OF THE LEP BOARD

- Demonstrate exceptional interpersonal skills to communicate with diverse stakeholder groups, locally, regionally, nationally and internationally.
- Take a lead role in championing good quality, stable, and productive relationships across a diverse stakeholder group.
- Engage both the private sector and individual local authorities, to champion and deliver a shared agenda.
- Work collaboratively with the Mayoral Combined Authority and Members of Parliament.
- Constructively challenge all partners to ensure LEP strategies and business plans are delivered.
- Actively engage with business representation groups as appropriate.
- Act as an ambassadorial figure for the SCR and the SCR LEP at a local, regional, national, and international level.
- Champion key SCR projects and initiatives at a local, regional, and national level.
- Engage in media, press, and PR activities, and ensure productive and positive relationships.

ACCOUNTABILITY AND REMUNERATION

- As a member of the LEP Board you will be required to abide by good governance rules associated with holding a position on a public body. These requirements are set out in the terms of reference and associated policies of the LEP and its accountable body the Combined Authority.
- As a member of the LEP Board you will be bound by collective decision making on the policies of the LEP as agreed at the LEP Board.
- In representing the LEP advice and guidance should be sought from the SCR Executive Team.
- You will be accountable to the Chair and in his absence the Vice Chair of the LEP.
- The role is not remunerated.
- Reasonable expenses will be reimbursed in accordance with policy.
ESSENTIAL CRITERIA

• Evidence of senior leadership experience within private sector business.

• Proven ability to work effectively within complex partnerships.

• Ability to understand, distil and interpret complex data and information.

• Outstanding ability to communicate, lead and influence.

• Ability to commit the time required to the LEP Board role.

• Appreciation of the public policy environment within which the LEP operates.

• Understanding of and a commitment to public policy requirements associated with holding public office (Nolan Principles).

• Demonstrable attachment to the Sheffield City Region through business or residency.

DESIRABLE CRITERIA

• Previous experience in Non-Executive Board roles.

• Previous experience of working within a public policy environment.

• Previous experience of working in infrastructure, real estate or transport sectors.

YOUR PERSONAL INFORMATION

Your personal information will be held in accordance with the Data Protection Act 1998, the requirements of the General Data Protection Regulations and all associated Data Protection laws. You will not receive unsolicited paper or electronic mail as a result of sending us any personal information. No personal information will be passed on to third parties for commercial purposes.

When we ask you for personal information, we promise we will:

• Only ask for what we need, and not collect too much or irrelevant information.
• Ensure that you know why we need it.
• Protect it and, insofar as is possible, make sure nobody has access to it who shouldn’t.
• Ensure that you know what choice you have about giving us information.
• Make sure we don’t keep it longer than necessary.
• Use your information only for the purposes you have authorised.

We ask that you:

• Give us accurate information.
• Tell us as soon as possible of any changes.
• Tell us as soon as possible if you notice mistakes in the information we hold about you.

The Sheffield City Region Combined Authority are the Data Controller for personal information held on behalf of the LEP. The Privacy Statement for the Combined Authority can be found here.

If you apply for a post, in order to assess your application and CV, some of the information you provide will be shared with the members of the selection panel. Data will be held securely in accordance with the Combined Authority’s Privacy Notice and access will be restricted to those dealing with your application or involved in the recruitment process. By submitting your application, you are giving consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and, if successful, your personal record. Please note that no automated decisions, such as computerised candidate profiling, are made on the basis of the information we collect.
RECRUITMENT TIMETABLE

Join us on Monday August 10th, starting at 10am, for a virtual discussion session led by our Vice Chair Lucy Nickson. This will be a chance to hear directly from current Board Members about how they benefit from being a Board Member, how they found the recruitment process, the experiences they’ve had and the difference they feel they’ve made.

A dedicated question and answer session to get to the route of the role and for you to discover how it could be just the role for you to play. We are keen to engage with an array of experiences.

To join the session, email LEPBoard@sheffieldcityregion.org.uk or for an informal discussion about the role, please email the Sheffield City Region Chief Executive, Dr Dave Smith, on dave.smith@sheffieldcityregion.org.uk.

CLOSING DATE: Friday 14th August 2020
SHORT LIST AGREED: W/C Monday 17th August 2020
PANEL INTERVIEWS: Tuesday 1st September 2020

These dates are indicative and may be subject to change (except closing date). Please note that candidates will need to be available for panel interview if selected. We will advise all candidates of outcomes at each stage of the process as soon as possible.

HOW TO APPLY

If you wish to apply for a position on the LEP Board, please email the following documents for your application to LEPBoard@sheffieldcityregion.org.uk:

- 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 the job description 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 0114 220 3400.

If you cannot apply electronically, please post your application to:

Dr Dave Smith,
LEP Board Recruitment
Sheffield City Region, 11 Broad Street West,
Sheffield, S1 2BQ

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 selection panel will agree a short list of candidates to meet with the Sheffield City Region.
- Short-listed candidates will be invited for interview with the Sheffield City Region.
- 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.

SCR 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 SCR LEP has a Diversity Policy to ensure that the composition of the LEP Board is diverse and reflective of the City Region in the broadest sense. In determining the optimum composition of the LEP Board, LEP recruitment considers industry knowledge, expertise, geography, sectors and business size in addition to equality of opportunity for all.

Visit sheffieldcityregion.org.uk for more details about the activity of the Sheffield City Region.