



Role Description for Chair of Solihull Employment and Skills Board (SESB)

Purpose:

As Chair you will lead employers and partners from across the borough to collaboratively identify and deliver against employment and skills priorities in Solihull. You will also lead initiatives and schemes to develop a dynamic, capable and inclusive workforce in Solihull that meets the needs of existing and new employers which in turn drives economic growth in the borough.

The Board consists of influential leaders and decision makers from private and public sector employers, the education and skills sector and the wider employment and skills system. Balance of membership ensures that the employer voice is prominent, and the Chair will be from the private sector.

Objectives

1. Lead the employment and skills system at a local level and influence the system at regional and national level to support local impact.
2. To act as and develop an expert reference group to support the development and delivery of employment and skills programmes.
3. Support the development and implementation of the employment and skills aspects of the Solihull Economic Strategy
4. Provide governance and oversight of Solihull Careers Hub

Chair Responsibilities

- Shape and agree priorities for the two-year term
- Chair quarterly meetings ensuring outcomes for agenda items are met and all members have the opportunity to contribute to discussion
- Act as an ambassador for Solihull and the board and share successes
- Act with integrity and transparency; including declaring an interest when relevant
- leading on areas of focus, contributing resources and involvement with task groups as and when appropriate

Person Specification

- Strong leadership skills to guide and coordinate the activities of the board effectively
- Ability to lead discussion among key stakeholders with a collaborative approach
- Ability to develop and articulate a strategic vision for the Employment and Skills Board
- Data driven and evidence-led
- Strong communication and presentation skills
- Demonstrated ability to work collaboratively with diverse stakeholders, including employers and partners in the public and community sectors
- A commitment to promoting diversity and inclusion
- Willingness to stay informed about emerging trends, policies, and best practices in employment and skills
- Robust and unafraid to challenge

Support for the role

Solihull Council Employment and Skills Team will provide Secretariat support; scheduling and planning of agendas, ensuring alignment with strategic and local need, key briefings and preparation of action notes and papers.

A Deputy Chair will be appointed to support you in your role.

Time Commitment

Quarterly meetings in-person, plus preparatory discussions with SMBC's Employment and Skills Team, with attendance at additional task and finish groups as necessary, over a two-year term.

Expression of interest

If you meet the criteria outlined and can commit to the responsibilities above please email leeanne.parker@solihull.gov.uk outlining why you're interested in the role of Chair and how the Board would benefit from your skills.