

Job Description: Adviser – One Public Estate

Reports to: Programme Manager - OPE

Directorate/team: Grant Funded / OPE

Grade: Grade 5

Job Purpose:

OPE launched as a partnership between the LGA and the Office of Government Property (OGP) within the Cabinet Office in 2013, with 12 pilot areas. The national programme now works with 319 English councils in 76 partnerships, delivering land and property projects across the public sector that are transforming local communities and public services. By 2019/20, the programme is set to generate 44,000 jobs, release land for 25,000 homes, raise £615m in capital receipts and cut running costs by £158m.

In 2017 OPE expanded its partnership to include the Ministry for Housing, Communities and Local Government's (MHCLG) new Land Release Fund (LRF), a fund which supports councils in the delivery of new homes on their land. In 2018/19 MHCLG are providing £15m of OPE's funding; together, OPE and LRF will create a wider support package to unlock more surplus public land and property to support housing delivery.

Following a recent external evaluation of OPE, Advisers will be expected to work closely with the Regional Programme Managers as they challenge through detailed observation individual project progress and data returns. They will represent OPE on local Boards, and deal more closely with individual councils, and so a degree of travel will be expected. One of the five Advisers will be required to take responsibility for the quality assurance of the data collected and by the PM team.

Core Accountabilities:

1. To support the Cabinet Office, Office for Government Property and LGA team to develop and deliver the One Public Estate (OPE), Land Release Fund, and any such programmes as they arise.
2. To deliver the programme reporting processes for the Programme Executive Group ("The Board") and other stakeholders and maintain programme documentation.
3. Work closely with LGA and Cabinet Office Regional Programme Managers to analyse and challenge project progress submitted via reporting returns and regular contact with OPE project leads. Through detailed observation ensure that project progress and outputs are accurately reported to the Programme Executive Group ("The Board").

4. Deputise for the RPMs at local Boards and other meetings as necessary – represent the LGA and the OPE programme in that capacity.
5. Contribute to the development of networks and partnerships that are of value to the OPE programme and work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
6. To deliver the LGA communications of the OPE programme, including drafting press releases, briefings, and developing web communications to share best practice across the sector.
7. To lead specific projects as directed by the OPE Programme Manager.
8. Arrange meetings and produce papers and follow up actions as required.
9. Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that the OPE meets its business objectives and responds effectively to new or changing requirements.
10. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
11. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

12. To support the Programme Director and Programme Manager to ensure the Board functions effectively.
13. Provide support to the OPE Programme Manager with sound financial management of the programme, including monitoring and reporting on budgets to ensure the effective use of resources.
14. Liaise with Central Government, designated organisations and agencies in order to contribute to improvements and promote OPE; undertake research and gather intelligence to contribute to the continuous improvement of the OPE programme and share findings with a range of stakeholders.
15. Prepare reports, policy papers and briefings for OPE Board meetings, senior managers and others on sensitive and complex issues relating to the OPE Programme. Contribute to publicity and marketing materials for OPE.
16. Maintain and develop relationships with local government and central government specialists, which support delivery of the programme.
17. Capture and promote best practice delivered through the programme with other OPE councils and the wider public sector.

Post number:

Relevant Contacts:

Local Authorities

Portfolio holders and other lead members
Senior Officers
Sector experts/professional bodies
Combined Authorities and City Deal Partnerships

LGA

Programme Boards
Heads of Policy
LGA Strategic Managers

Government

Central Government Departments
Cabinet Office Government Property Unit
Civil Servants

Others

Regulatory Bodies
Third Sector
Private Sector partners

Post number:

Person Specification: Adviser – One Public Estate

Qualification	<ul style="list-style-type: none"> • Degree or equivalent
Knowledge and experience	<ul style="list-style-type: none"> • A broad understanding of local and/or central government and how they work. • Experience of managing a complex workload, preparing plans and meeting deadlines and milestones. • Experience of using project management approaches and principles across multiple projects • Experience of researching data from a range of sources and of compiling clear, comprehensive papers. • Experience of organising meetings, events or other activities.
Skills & abilities	<ul style="list-style-type: none"> • Excellent written skills, with the ability to accurately summarise and convey complex information. • Excellent oral and influencing skills, with the ability to give clear advice on procedural issues. • Excellent data and analytical skills. • Ability and confidence to present to large audiences and to represent OPE and the LGA/Cabinet Office to external stakeholders. • Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with politicians and officers at every level, and to demonstrate political neutrality at all times. • Good interpersonal skills, with the ability to deal with members, other clients and colleagues with courtesy, tact and sensitivity. • A demonstrable commitment to customer care. • Excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy • Excellent IT skills, including Word, Excel and PowerPoint with the ability quickly to learn new packages as required. • Ability to work as part of a team and to support others. • Flexible approach to work, with a keenness to adapt to meet changing work requirements • A positive, “can do” attitude

Post number: