

Job Description: Regional Programme Manager – One Public Estate

Reports to: Programme Director, One Public Estate

Directorate/team: Improvement Directorate - One Public Estate Team

Grade: Grade 7

Background:

One Public Estate is an established national programme delivered in partnership by the Office of Government Property (OGP) within the Cabinet Office and the Local Government Association (LGA). OPE provides practical and technical support and funding to councils to lead delivery of ambitious property-focused programmes in collaboration with central government and other public sector partners.

Job Purpose:

Reporting to the OPE Programme Director, the Regional Programme Manager (RPM) post is responsible for ensuring effective engagement with OPE partnerships in their region, supporting these partnerships to deliver their OPE supported projects, and ensuring the OPE activity in the region contributes to the aims and objectives of the OPE programme.

The Regional Programme Manager (RPM) will work with councils, Combined Authorities, City Deal authorities, government departments and other public bodies in one of the 5 OPE regions.

The RPM will provide direct support and expertise to assist the development and delivery of property projects, in a cross-public sector environment. In your regional team you will oversee, support and challenge local OPE partnerships, and you will represent the needs and interests of the local government sector.

Core Accountabilities:

1. Lead the delivery of assigned activity that helps councils meet their challenges and priority outcomes.
2. Work to maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
3. Maintain a culture of continuous improvement, underpinned by effective performance management and monitoring.
4. Lead/work as part of a team, building a culture of flexible and collaborative team working to ensure that the LGA meets its business objectives and responds effectively to new or changing requirements.
5. Model the LGA's values and work in accordance with health and safety, equal opportunities and environmental policies.
6. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

1. Strategic relationship engagement and management - lead engagement with senior leaders in local authorities and central government departments (up to and including Chief Executive level) to support strong locality based cross-public sector OPE partnerships that are able to drive ambitious OPE projects and deliver strategic objectives that achieve excellent outcomes across the public sector.
2. Provide support and advice to OPE stakeholders to deliver current projects and to progress new opportunities by brokering relationships, unblocking issues, sharing best practice and advising on risk management. Influencing and negotiating with senior public sector leaders.
3. Ensure OPE partnerships continue to deliver outputs – monitoring performance, managing and escalating risks, administering future funding rounds, and retaining a regional overview of OPE partnership performance.
4. Identify and support OPE partnership needs, particularly capacity and capability needs. Arranging properly qualified technical support (property/valuation/legal) where appropriate. Assisting councils to tender for specialist advice, appoint advisers, and where necessary assist in their management.
5. Encourage partnerships to embed an OPE business as usual way of working, identifying alternative investment and helping to navigate other government funding streams.
6. Identify and progress opportunities to support the wider OPE programme, the LGA, and the Office of Government Property. Contributing to emerging corporate priorities including the sustainability agenda as well as investment opportunities and innovative approaches to housing delivery and regeneration.
7. Contribute to programme-wide communications, including events and case studies; and playing a leading role in regional and national communications.
8. Draft reports for LGA Boards, the OPE Programme Executive Group, providing briefings for LGA members, press releases and so forth.
9. Represent the LGA as the membership body for English local government, and the interests of its constituent members.

Relevant Contacts:

Professional Bodies

CIPFA, RICS

Cabinet Office

Chief Property Officer, OGP

Deputy Director Disposals, Housing and Public Estate, OGP

OPE Programme Director, OGP

Programme Teams

LGA

Members

Senior Management Team

Programme teams and business support staff

Local Authorities

Members
Chief Executives and Directors

Others

Senior figures in the private and voluntary sectors

Person Specification: Regional Programme Manager – One Public Estate

<p>Qualifications</p>	<ul style="list-style-type: none"> • Degree level or equivalent experience. Substantial experience of regeneration, housing, and economic growth is essential.
<p>Knowledge and experience</p>	<ul style="list-style-type: none"> • Good understanding of local and central government, their roles structures and relationships • Experience of running a major programme – this may be around service transformation, housing development, regeneration, other land and property initiatives, or similar • Successful track record of delivering complex programmes • Previous experience of working in or with a complex political environment, preferably in local or central government • Understanding of the local government policy and improvement agenda • Significant senior level experience of: <ul style="list-style-type: none"> - <i>building and maintaining strategic relationships and partnerships</i> - <i>leading teams, providing direction and managing performance</i> - <i>operating as part of a senior team</i> - <i>working with multiple organisations in a political context to deliver programmes</i>
<p>Skills and abilities</p>	<ul style="list-style-type: none"> • Good level of political awareness and sensitivity • Ability to lead, inspire and motivate others • Integrity and credibility with politicians, senior managers, key stakeholders and staff. • Able to deliver and lead others under pressure, prioritising work against competing demands to meet deadlines. • Well-developed written and oral presentation skills with ability to present complex ideas in a clear and comprehensible way. • Ability to create a culture of innovation and enterprise based on trust, fairness and openness. • Personal drive and commitment to the OPE/LRF programme objectives • Creative thinker with high intellectual capacity, capable of translating ideas into policy and practice • Ability to negotiate with and influence a wide range of stakeholders • High level awareness of media and presentational issues, and ability to work with politicians and media professionals to shape and project credible public positions • Ability to anticipate and understand the needs of local authorities and translate them into solutions and outcomes • Commitment to personal and professional development • Significant experience of leading policy development and managing complex projects across dispersed organisations