

Job Description: Regional Programme Adviser – One Public Estate

Reports to:	Regional Programme Manager - OPE
Directorate/team:	Improvement Directorate – One Public Estate Team
Grade:	Grade 5
Position:	Fixed Term Contract
Location:	18 Smith Square, London / Home-based

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.

In addition, the OPE Programme delivers the Land Release Fund (LRF) on behalf of the Ministry of Housing, Communities and Local Government (MHCLG). Three phases of LRF have been administered to date, with over c.£100m currently supporting local authorities to bring local authority owned surplus land forward for much-needed housing.

As a partnership programme the OPE programme team operates in the matrix environment of the LGA and OGP as key partners, with MHCLG as a key sponsor. A continuous improvement approach is adopted and promoted.

Job Purpose:

OPE is a national programme, delivered through regional teams. A key aspect of the Regional Programme Advisor (RPA) role is to understand and support programme delivery at a local level to ensure contribution to programme performance at a national level. This is done through performance monitoring, data analysis and challenge, historical data investigation (identifying trends), forecasting, quality assurance, plus risk and issues management

Reporting to one of the LGA's 6 OPE Regional Programme Managers, and working closely with the Programme Management Office, the RPA is part of the programme's regional team. RPAs ensure:

- the programme has an up to date understanding of regional delivery through analysis and challenge, and how this contributes to performance at a National level.
- that OPE activity at regional level is aligned to the overall aims, objectives and delivery timescales of the OPE programme.

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RPA's support Regional Programme Managers (RPM) within an allocated region, to provide appropriate engagement and support to OPE Partnerships. OPE partnerships comprise councils, Combined Authorities, government departments and other public bodies.

Working closely with the OPE programme's PMO, RPA's assist in project management, data and performance monitoring, research and quality assurance, plus task and finish groups. There will be some contact with councils and Combined Authorities, and this role will represent the needs and interests of the local government sector within the context of leading a government funded initiative.

Core Accountabilities:

1. Support the Cabinet Office, Office for Government Property and LGA blended team develop and deliver the One Public Estate (OPE), Land Release Fund (LRF), and any such programmes as they arise.
2. Contribute to the development of networks and partnerships that are of value to the OPE Programme; work to maintain a positive reputation for the LGA with local authorities, central government, partners, and stakeholders.
3. Lead specific projects as directed by the OPE Senior Leadership Team (SLT).
4. Work as part of a team, contributing towards 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. Maintain a culture of curiosity, learning, and continuous improvement, underpinned by effective performance management and monitoring.
7. Undertake any other duties and responsibilities appropriate to the post.

Specific Accountabilities:

Leading programme reporting for their allocated region, the RPA will support the Regional Programme Managers (RPMs) and work in co-ordination with the PMO and specifically, the Programme Adviser – Reporting (PAR) to:

1. Capture, analyse and challenge project delivery information submitted via reporting returns and regular contact with OPE project leads. The RPA will ensure information flows across the programme effectively and in a timely manner.
2. Support risk and issue management, maintain and contribute to reporting documentation (benefits, evidencing etc) and effectively operate as a conduit between the SLT, PMO and RPMs.
3. Support the development of OPE and maintain a positive reputation for the LGA with local authorities, central government, partners and stakeholders.
4. Deliver and help improve programme processes to promote, assess and administer OPE funding; through constructive challenge, innovative thinking and collaborative working.
5. Maintain programme documentation and to deliver the programme reporting processes for a variety of audiences; to include change requests, closure reports, benefits realisation tracking for projects within their allocated region.
6. Input regional intelligence and analysis to support the Programme Director and PMO to ensure the Programme Executive Group functions effectively. This may include drafting topic specific papers and reports.

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7. Work with the Programme Adviser – Engagement (PAE) to develop and manage events, briefings, web communications and case studies that positively promote OPE and enable best practise to be shared across the programme, partnerships, projects, Local Authorities and the wider public sector.
8. Support RPMs in their allocated region, including leading on specific activity as directed, arranging meetings, distributing papers, capturing and following-up actions as required.
9. Undertake regional specific activity such as preparing reports, policy papers and briefings for OPE partnership meetings, senior managers and others on sensitive and complex issues relating to the OPE programme.
10. Deputise for the Regional Programme Managers (RPM's) at local partnership boards and other meetings on occasion – represent the LGA and OPE programme in that capacity.
11. Maintain and develop relationships with OPE Partnership programme managers, and other local government and central government specialists, which supports effective and efficient delivery of the programme.
12. 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.
13. Lead specific projects as directed by the OPE Senior Leadership Team (SLT).
14. Be accountable for own development: receptive to constructive challenge and feedback, enthusiastic to learn, innovate, grow skills, experience, and technical knowledge.
15. Encourage, recognise and share innovative ideas from a diverse range of colleagues and stakeholders; remain open-minded to explore different ideas / methodologies.
16. Drive continuous improvement by recommending / implementing changes which add value; clearly articulate how changes will benefit the business; identify early signs that things are going wrong and respond promptly.

Relevant Contacts:

Local Authorities and Combined Authorities

Lead Officers

Contracted consultants

Sector

experts/professional bodies

LGA:

Programme teams

Advisers teams)

Government

Central Government Departments

Cabinet Office Government Property Unit

Civil Servants

Others

Regulatory Bodies

Third Sector

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Person Specification: Regional Programme Adviser – One Public Estate

Qualifications	<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 and analysing data from a range of sources and of compiling clear, comprehensive papers. • Experience of organising meetings, events or other activities. • Experience of regeneration, housing and economic growth is beneficial.
Skills and 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 team communication skills, able to communicate with others in a clear, honest, and enthusiastic way in order to build trust; able to consider people's individual perspectives and the impact of language used and able to respect the diverse interests and opinions of others. • Excellent data and analytical skills; proficient using Excel to analyse information. • 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. • 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