

# Job Description: Programme Support Officer – One Public Estate

**Reports to: Assistant Programme Manager – OPE**

**Directorate/team: Improvement Directorate – One Public Estate Team**

**Grade: Grade 3**

**Position: Fixed Term**

**Location: 18 Smith Square, London / Home-based**

One Public Estate (OPE) 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 Brownfield Land Release Fund (BLRF) on behalf of the Ministry of Housing, Communities and Local Government (MHCLG). Three phases of BLRF have been administered to date, with over £150m 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 a matrix environment with the LGA and OGP as primary partners, and MHCLG as a key sponsor. A continuous improvement approach is adopted and promoted.

**Job Purpose:**

Reporting to the LGA’s OPE Assistant Programme Manager, and working with the Cabinet Office Programme Manager, the Programme Support Officer (PSO) post is part of the programme’s Programme Management Office (PMO). The PMO ensures the programme administers funding effectively, monitors and reports programme performance, and supports the day-to-day operation of a national programme. The PMO team ensures the programme has an up to date understanding of delivery through analysis and challenge, and that all OPE activity contributes to the aims and objectives of the OPE programme.

**Core Accountabilities:**

1. Support the Office for Government Property and LGA team to deliver the One Public Estate (OPE), Brownfield Land Release Fund (BLRF), and any such programmes as they arise.
2. Provide administrative support across the OPE and LRF programmes; work to maintain a positive reputation for the LGA with local authorities, central government, partners, and stakeholders.
3. Support specific projects and activity as directed by the Programme Manager/Assistant Programme Manager.
4. Work as part of a team, contributing towards building a culture of flexible and collaborative team working to ensure that OPE 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. Support programmes portfolio management processes including acting as secretariat for the change control group, supporting regular performance reporting by receiving and acknowledging reports from partnerships.
2. Providing administrative support and co-ordination for the effective management of grant funding activity.
3. Carry out data entry, analysis, and reporting, as directed by the APM, or members of the Senior Leadership Team (SLT).
4. Arrange meetings and events, coordinate logistics, produce papers and follow up actions as required.
5. Support the PAE to develop and share OPE case studies, liaising with regional teams and key stakeholders; coordinate events, workshops, and briefings for key stakeholders on the OPE Programme.
6. Support the OPE team in arranging site visits to projects on the programme, including organising dates, travel and preparing briefing material.
7. Create and maintain an accurate and up-to-date contact database of partnerships and projects on the programme.
8. Support the OPE team in the development and delivery of specific projects and commissions.
9. Ensure information flows consistently and in a timely manner across the programme.
10. Support the Assistant Programme Manager to ensure the programme’s governance board, the Programme Executive Group, functions effectively.
11. Contribute to the continuous improvement of processes within the team – seek to simplify and rationalise, whilst ensuring compliance.
12. Coordinate diaries on behalf of the OPE team to organise meetings and capture annual leave.
13. Respond to ad-hoc requests; undertake any other duties and responsibilities appropriate to the post; respond effectively to new and/or changing requirements

**Relevant Contacts:**

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**LGA:**

OPE Programme Team

Policy and Improvement teams

Communications and Research teams

Finance and IT teams

## Government

OPE Programme team - Office of Government Property, Cabinet Office

Ministry of Housing, Communities and Local Government

Central Government Departments

## Local Authorities

Lead officers

# Person Specification: Programme Support Officer – One Public Estate

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| **Qualification** | A degree or equivalent is desirable. |
| **Knowledge and experience** | * Broad understanding of local and/or central government and how they work (beneficial). * A good knowledge of office systems and procedures, likely to have been gained from previous administrative experience. * Experience in the use of a range of software packages including Word, Excel, PowerPoint, Outlook, MS Teams and Google Suite. * Experience of organising meetings, events, or other activities. * Experience in the production of documents and the collation and maintenance of information. |
| **Skills and abilities** | * Good oral and written communication skills. * Ability to use a variety of communication tools, techniques, and channels * Good organisational skills with an ability to manage own workload and priorities to meet deadlines and respond to changing priorities. * Able to work under pressure, prioritising work against competing and challenging demands to meet deadlines. * Excellent interpersonal skills, including the ability to deal with face-to-face and telephone enquiries in a courteous and patient manner, providing a high level of customer care. * Ability to exercise discretion and confidentiality when dealing with politicians and officers at every level; demonstrate political neutrality at all times. * Able to work with a high degree of autonomy; motivated to deliver. * Ability to work as part of a team; flexible approach to adapt to changing work requirements. * Ability to follow clear directions; have confidence to question for clarification. * Experience of producing work to a high standard, with a high level of attention to detail. * A positive ‘can-do’ attitude; self-aware; able to adjust working style to engage with a broad mix of colleagues. * Demonstrate a willingness to learn and contribute to team discussions. Maintain a flexible and adaptable approach, focus on delivering as one team. |