

One Public Estate Pool of Experts Job Descriptions

Individuals recruited to the Pool of Experts will be required for periods dictated by project need and would therefore suit those looking to undertake work on a flexible basis across a regional area. A no-notice call-off period will be in place.

Experience required

- Awareness and understanding of the key current Government policies and priorities on housing and receipts and the contribution of the public sector in delivering these.
- An understanding of One Public Estate programme.
- An understanding of the economics of land and the application of this to programme performance and delivery.
- Experience of producing briefings for internal and external stakeholders;
- Taking a strategic view of how property impacts on the business objectives of the organisation.
- Providing professional assurance for their own work.
- Managing complex technical risks and decisions and seeking specialist expertise as necessary.
- Communicating effectively to stakeholders and diverse audiences on professional matters.
- Maintaining up-to-date property sector knowledge, demonstrating commercial awareness and applying knowledge, experience and skills effectively.

Roles

Masterplanner

Experts will provide strategic advice on planning issues influencing the delivery of One Public Estate projects. They will have good working knowledge and experience of the planning process and its importance to development and regeneration schemes. This will include commercial and industrial development, as well as new build locations. Experts will advise on new and emerging policy and legislation and support the development of new programmes and delivery models. They will develop and advise on standardised documentation to support the delivery of projects and programmes, including guidance notes, financial models and appraisal software, and procurement and legal documentation.

Feasibility / Options Appraisal

Experts will provide feasibility analysis and overall impact analysis as to the viability and success of One Public Estate projects. This will include analytical assessment and regional and local economic analysis to determine the state of the market, economic base, availability of resources and the availability of supply and demand. Experts will need to fully understand the due diligence process and intended outcome and identify each project's critical players to develop a plan to work within the budget and timeframe of the project. They will also need to understand the critical components of site analysis and the impact of the results on the project, in terms of success and risks. Experts will analyse appropriate sources of information and data to prepare appraisals for possible acquisition, disposal or valuation of development sites including residential, commercial and/or mixed use.

Project Manager

Experts will need to manage delivery plans, taking appropriate steps to prepare and execute tasks on time and to standard, and taking project/programme dependencies into account. Experts will need to apply programme and project management principles to manage the deployment of all aspects of projects including, for example, design, delivery, technical build, testing, and implementation. They will need to

identify and mitigate potential risks for delivery of products, outputs and outcomes and to appropriately manage resources and costs. Each Expert will operate as a full member of the local OPE partnership team and build and maintain strong stakeholder relationships with wider partners, overseeing projects/programmes from a high level plan through to Go Live and BAU. They will also need to work closely with Cabinet Office and the LGA as part of the national OPE programme.

Experts will need to have a strong background in the delivery of projects with particular emphasis on the management of suppliers and stakeholders; governance and risk control frameworks. They will need to show good planning and organisational skills, have strong leadership and analytical skills; be able to communicate appropriately with all levels of stakeholders, and have a proven ability to persuade and influence senior decision-making.

Building Surveyor

Experts will provide estimates of costs for replacement buildings, advising on development appraisals, negotiating dilapidations, condition surveys and advising on cost and specification proposals. They will need excellent knowledge of construction economics and the technical aspects of building surveying alongside strong planning, organisation and analytical skills. Experts should also have excellent knowledge of building services and a good technical background in services for a wide variety of buildings.

Quantity Surveyor

Experts will estimate and/or cost delivery solutions in line with contract brief and budget. They will also monitor project and/or financial performance and ensure robust forecasting; ensure all financial systems are updated to time, cost and quality; and report on appropriate KPI's. Experts will manage and implement targets to ensure that non-performance is identified and appropriate benchmarking in place. They will be responsible for internal and external stakeholder engagement relating directly to the project.

Chartered Surveyor

Experts will provide advice on valuations and apportionments for inheritance tax, capital gains tax and other taxes, and will provide technical advice and guidance to clients in related areas of work. They may deal with a large individual case load, including providing expert witness evidence at planning appeals and public inquiries and delivering quality work to deadlines. Experts will also be involved in marketing sector specific services, maintaining and developing client relationships, and inputting to tenders for new work. They will record time spent on cases for charging purposes and to ensure value for money and will identify and escalate new business opportunities in related work areas.