



Government
Property
Agency

Deputy Director, Business Development

SCS1 Pay band 1

£73,000 - £117,800

Reference: GSe99504

Closing date: 11.55pm, Monday 5th June 2023

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Adobe Acrobat Reader. [Click here to download.](#)

Location: Birmingham (Headquarters), Manchester, Leeds, Nottingham, Bristol



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Welcome Message

Yvette Greener | Director, Client Solutions



Yvette Greener
Director, Client Solutions

'I'm delighted that you're interested in this exciting and challenging senior leadership role at the forefront of our building our Agency's client base and business, its services to its clients and supporting the delivery of key Government policies.

In Client Solutions our ambition is to grow the GPA client base and government office and warehouse/logistics property portfolio, support our client departments to understand their strategic objectives and design services to meet those needs.

We want to help our clients by bringing our property expertise to them, providing a productive, efficient, sustainable and quality workplace for their people. We support them through understanding their business and strategic workforce plans for the current and future years, then making them more effective and efficient organisations through the delivery of high quality services in modern flexible workspaces, the innovative use of data and digital tools; and through a large and dynamic portfolio of workplace projects.

If you have the experience and expertise to lead this key and highly visible role within GPA and across the property community in the civil service and develop our organisational scale and capability, I very much welcome your application.'

About the GPA

The Government Property Agency (GPA) was launched as an Executive Agency of the Cabinet Office in 2018.

The Agency represents a step change in the way that Government property estate and assets are managed efficiently, by providing innovative and flexible solutions across the Government estate.

Our core service is to support departments in business change and workforce transformation. As the landlord for government departments, GPA is the place to be for UK's leading professionals in commercial, estates, project management and beyond.

We're changing the way the Civil Service works as we're at the forefront of the Government's transformation agenda, and reshaping the relationship civil servants have with their place of work.

We were established in 2018 with a simple mission: to work with departments to create great places to work for civil servants, in turn enabling them to deliver excellent public services. Since our launch

we're now working with over 100 clients.

We are a team of property experts, drawn from both private and public sector. We have a deep skillset and perform a broad range of estate management roles:

- Asset Manager – we manage the government's central estate – offices and warehouses.
- Landlord – supporting government department clients as our tenants
- Service Provider – providing workplace services to our government department clients
- Strategic Property Advisor – providing portfolio advice to support our clients' objectives and strategic workforce plans.

We bring together Civil Service know-how, commercial expertise, and insights into the government central estate to help our clients meet their strategic goals. We're here to collaborate with departments as true partners.



The Role

The Deputy Director Business Development is a pivotal role within the GPA. This role leads the team who are the first to develop relationships with clients at the start of their journey with GPA. They also lead the transfer of General-Purpose Office assets, warehouse assets and in future other Government portfolios such as conference and training into GPA.

Key responsibilities

- Member of the GPA Senior Leadership Group and the Client Solutions SLT contributing to the strategic decisions and leadership of the organisation. Leading the Business Development team ensuring that the team have the capability, knowledge and are able to deliver the strategic objectives of the GPA.
- Leading the “front door process” to ensure that potential business opportunities fit with the strategic direction of GPA and that the GPA has the capability and capacity to deliver. Accountable for the development and pricing of the service offers ensuring that all costs are recouped; agreeing the proposals with clients and mobilising delivery.
- Lead the stakeholder engagement process related to transferring assets with Permanent Secretaries, Finance Directors, Operations Directors and Estate Directors of Departments to commence negotiation and agreement of the transfer of property assets, estate services, associated contracts and lease agreements.
- Implement separate and appropriate occupation and service agreements with non-transferring departments and tenants who will be occupying space in properties managed by GPA as a result of asset transfer; Develop business opportunities to provide expert property services for non-transferring Government organisations
- Creating, establishing, and programme managing the future service offer and services process. Accountable for the development and implementation of the scoping, approval processes and programme governance for transfer from GPA and a department perspective.
- Lead all legal, property, health and safety compliance, condition, financial, and valuation due diligence processes to enable review and assurance.
- Ensuring that all appropriate staff within the on boarding department are identified to COSOP to GPA or TUPE to a 3rd party supplier. Working closely with GPA HR, trade unions and the departmental HR, to ensure this is concluded in a timely manner and does not lead to any potential employment disputes.
- Leading the Department through the change management shaping and supporting the development of the retained Intelligent Client Function within the transferring department and with GPA colleagues understand the RACI between GPA, 3rd party suppliers and the Departments, identifying the resource requirement to ensure that they have sufficient capacity to support on boarding.
- Leading the lessons learnt/review process refining and improving the Transfer processes with the seven work streams as appropriate; ensuring that the service improvements and opportunities are delivered by Directorates during the first 6 months improvement and transition phase after transfer.



Person Specification

It is important that, through your CV and supporting statement, that you provide evidence of the professional skills, breadth of experience and personal qualities for this post.

Essential Criteria:

- Developing excellent collaborative relationships, including at the most senior level and demonstrating ability to influence multiple stakeholders, translating strategic objectives into practical client-focused solutions.
- Leading 'integrated delivery' project teams to deliver large complex project or programmes, making value-based decisions and driving continuous improvement.
- Thinking and acting strategically across different delivery areas, setting direction and communicating with clarity to deliver.
- Direct experience in, or with a public sector property leading property asset management and/or workplace services, having managed effective governance controls in a complex business environment.
- Experience of driving and embedding transformation, demonstrating the ability to lead, influence and negotiate with other teams and departments through major change, ideally in a public sector environment.
- Developing service offers and proposals to meet Client needs with evidence of successfully delivering strategic business aims and outcomes.

Desirable Criteria:

- Membership of a professional body such as RICS or IWFM
- Relevant project management qualification (e.g. APM, MSP etc.)



Salary and Benefits

Salary (pay band 1)

£73,000 - £117,800

We are able to consider salaries above the band minimum depending on skills/experience, this will be discussed after the interview stage.

Existing Civil Servants will be appointed in line with the normal Civil Service pay rules.

Where will I be based?

If successful for this role you will be based in Birmingham, Nottingham, Manchester, Leeds or Bristol.

Available Working Pattern(s)

This role is available for full-time or flexible working arrangements. you should discuss your needs with the hiring manager if you are invited to interview.

Contract Type

This role is being offered on a permanent basis.

Benefits

Whatever your role, we take your career and development seriously, and want to enable you to build a really successful career within the Department and wider Civil Service.

It is crucial that our employees have the right skills to develop their careers and meet the challenges ahead, and you'll benefit from regular performance and development reviews to ensure this development is ongoing. As a Civil Service employee, you'll be entitled to a large range of benefits.

This includes:

- 25 days annual leave on entry, increasing on a sliding scale to 30 days after 5 years' service. This is in addition to 8 public holidays.
- This will be complimented by one further day paid privilege entitlement to mark the Queen's Birthday;
- A competitive contributory pension scheme that you can enter as soon as you join where we will make a significant contribution to the cost of your pension; where your contributions come out of your salary before any tax is taken; and where your pension will continue to provide valuable benefits for you and your family if you are too ill to continue to work or die before you retire;

- Generous paid maternity and paternity leave which is notably more than the statutory minimum offered by many other employers;
- Childcare benefits (policy for new employees as of 5 April 2018): The government has introduced the Tax- Free Childcare (TFC) scheme. Working parents can open an online childcare account and for every £8 they pay in, the government adds £2, up to a maximum of £2000 a year for each child or £4000 for a disabled child. Parents then use the funds to pay for registered childcare. Existing employees may be able to continue to claim childcare vouchers, so please check how the policy would work for you [here](#);
- Interest-free loans allowing you to spread the cost of an annual travel season ticket or a new bicycle;
- The opportunity to use onsite facilities including fitness centres and staff canteens (where applicable); and occupational sick pay.

Salary and Benefits continued



“I believe your pension is the most important benefit after your Salary that you can have when you are employed in the Civil Service. Providing you with financial security when you retire and also providing cover for your family and loved ones should the worst happen”

Dominic Arthur – Director of Civil Service Pensions and Government Recruitment Services

Great member pension

- ✓ Defined Benefit Pension Scheme
- ✓ Provides a secure pension payable for life with no investment uncertainty
- ✓ Choice of a tax free lump sum
- ✓ Amongst the lowest member contributions in public sector
- ✓ Generous build rate of 2.32% of your earnings as a pension each year.

What pension could you get?

- ✓ For example if you earned £22,000 per year
- ✓ After 20 years you could have a pension of £10,208pa or a pension of £6,562pa and a tax free lump sum of £43,748
- ✓ After 40 years this could be £20,416pa, or a pension of £13,124pa and a tax free lump sum of £87,497

Generous employer contribution

- ✓ Employer contribution towards your pension is extremely generous – on average 27% of your pay
- ✓ These contributions pay for:
 - A pension for you
 - Pension for your loved ones
 - Death benefits
 - Ill health benefits

Death benefits

- ✓ Able to nominate anyone (including charities) for a Tax free lump sum in the event of your death
- ✓ Lump Sum of two times your pay
- ✓ Pension for your spouse/partner of around 37.5% of your pension
- ✓ Pension for eligible children

For more information on the Civil Service Pension Scheme please go to the scheme website www.civilservicepensionscheme.org.uk



Success Profiles

As part of the selection process during application process your Interview will be assessed against Success profiles.

What are the Success Profiles?

The Success Profile Framework is being introduced to attract and retain people of talent and experience from a range of sectors and all walks of life, in line with the commitment in the Civil Service Workforce Plan.

For this role you will be assessed against Experience, behaviours and GPA Core Skills.

How we will assess experience:

We will be looking at your experience, career history and achievements that are relevant to the role.

Some of the assessment methods which will be used to understand your experience include:

1. 1250 word personal statement
2. CV
3. Individual Leadership Assessment
4. Final interview

How we will assess behaviours

We will be assessing a number of behaviours at the interview stage of the process.

The behaviours that we will assess are:

1. Managing a Quality Service
2. Seeing the Bigger Picture
3. Leadership
4. Communicating and Influencing

How we will assess GPA core skills

The Core Skills Framework has been developed to set out the fundamental skills required by all people in the Government Property Agency (GPA) to meet our business objectives and serve our clients and customers.

The GPA core skills that we will assess are:

1. Commercial Acumen
2. Innovation
3. Customer Perspective
4. Property Market Knowledge

For more information about Success Profiles, please follow the link:

[Success Profiles](#)



Application



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Offer

To apply for this post, you will need to complete the online application process, outlined below. This should be completed no later than **12.00pm on Monday 5th June 2023**

1. A **CV** setting out your career history, with key responsibilities and achievements. Please ensure you have provided reasons for any gaps within the last two years
2. A **Statement of Suitability** (no longer than 1250 words) explaining how you consider your personal skills, qualities and experience provide evidence of your suitability for the role, with particular reference to the essential criteria in the person specification.

Failure to complete both portions of the online application process (CV and Statement of Suitability) will mean the panel only have limited information on which to assess your application against the criteria in the person specification.

Please note that we are unable to provide feedback to those candidates who are not shortlisted for interview. Written feedback will be made available (on request) to those candidates who attend interview.

As part of the online application process, you will be asked a number of diversity-related questions. If you do not wish to provide a declaration on any of the particular characteristics, you will have the option to select 'prefer not to say'. See the [Civil Service Diversity and Inclusion Strategy](#) for more information.

Should you encounter any issues with your online application please get in touch with us via:
devon.coates@gatenbysanderson.com

Shortlist



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Your application will be acknowledge when it is received

A panel, including the hiring manager, will assess your application to select those demonstrating the best fit with the role by considering the evidence you have provided against the criteria set out in the '[Person Specification](#)' section. Failure to address any or all of these may affect your application

The timeline later in this pack indicates the date by which decision is expected to be made, and all longlisted and shortlisted candidates will be advised of the outcome as soon as possible thereafter.

Assessment



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If you are shortlisted, you will then be asked to take part in an Individual Leadership Assessment. These assessments will not result in a pass or fail decision, but are designed to support the panel's decision making and highlight areas to be further explored at interview. The assessment will be conducted virtually, and full details will be provided to shortlisted candidates.

You will also have the opportunity to speak to the hiring manager prior to the final interview to learn more about the role and the organisation. You will be given further details about this once shortlisted. Please note, this is not a part of the formal interview process.

You will then be asked to attend a panel interview, in order to have a more in-depth discussion of your previous experience and professional competence.

If we receive applications from more suitable candidates than we have vacancies for at this time, we may hold suitable applicants on a reserve list for 12 months, and future vacancies in the Civil Service requiring the same skills and experience could be offered to candidates on the reserve list without the need for a new competition.

Offer



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Regardless of the outcome, we will notify all candidates as soon as possible.

We will send you a copy of any report for any assessment that you may have undergone as part of the recruitment process (if requested).

Indicative Timeline

We will try and offer as much flexibility as we can, but it may not be possible to offer alternative dates for assessments or interviews. You are therefore asked to note the below timetable, exercising flexibility through the recruitment and selection process, in order to meet the dates given. Please note that these dates may be subject to change.

The anticipated timetable is as follows:

Advert Closing Date	23:55pm Monday 5 th June 2023
Shortlist	Week commencing 12 th June 2023
Assessment	Week commencing 19 th June 2023
Interview	Week commencing 10 th July 2023
Final Results	Week commencing 17 th July 2023



FAQs

1. Can I apply if I am not currently a civil servant?

Yes. This role is open to suitably qualified people in the external market as well as existing civil servants.

2. Is this role suitable for part-time working?

No, this role is available for full-time or flexible working arrangements but you should discuss your needs with the hiring manager if you are invited to interview.

3. Will the role involve travel?

Some travel may be required for this role.

4. Where will the role be based?

If successful this role will be based in either Birmingham (Headquarters), Manchester, Leeds, Nottingham or Bristol with the offer of flexible working arrangements. Unfortunately, relocation costs will not be reimbursed.

5. Can I claim back any expenses incurred during the recruitment process?

No. Unfortunately we will not be able to reimburse you, except in exceptional circumstances and only when agreed in advance.

6. Reserved for UK Nationals

Certain posts, notably those concerned with security and intelligence, are reserved for UK nationals only.

This is not a reserved post

7. What nationality do I need to hold in order to apply?

To be eligible for employment to this role you must be a national from the following countries:

- UK nationals
- Nationals of Commonwealth countries who have the right to work in the UKs
- Nationals of the Republic of Ireland
- Nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the European Union Settlement Scheme (EUSS)
- Relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service

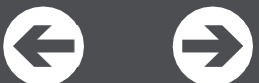
- Certain family members of the relevant EU, EEA, Swiss or Turkish nationals
- (*Commonwealth citizens not yet in the UK, who have no right of abode in the UK and who do not have leave to enter the UK are ineligible to apply.)

For further information on whether you are eligible to apply, please visit [Gov.UK](https://www.gov.uk).

8. What reasonable adjustments can be made if I have a disability?

We are committed to making reasonable adjustments in order to support disabled job applicants and ensure that you are not disadvantaged in the recruitment and assessment process. Reasonable adjustments could include; allowing extra time during selection tests; ensuring that information is provided in an accessible format or; by providing training.

If you feel that you may need a reasonable adjustment to be made, or you would like to discuss your requirements in more detail, please contact devon.coates@gatenbysanderson.com: in the first instance.



FAQs continued

9. Is security clearance required?

Yes. If successful you must be willing to obtain, security clearance to **SC** level. More information about the vetting process can be found at the following link:

<https://www.gov.uk/guidance/security-vetting-and-clearance>

10. Do you offer a Guaranteed Interview Scheme for Disabled Persons?

Disabled applicants who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit. If you wish to claim a guaranteed interview under the Disability Commitment, you should complete the relevant section of the online application. It is not necessary to state the nature of your disability.

11. Will this role be overseen by the Civil Service Commission?

No. However, the recruitment process will still be governed by the Civil Service Commission's Recruitment Principles. More detailed information can be found on the Civil Service Commission [website](#).

12. What do I do if I want to make a complaint? The law requires that selection for appointment to the Civil Service is on merit on the basis of fair and open competition as outlined in the [Civil Service Commission's Recruitment Principles](#).

If you feel your application has not been treated in accordance with the Recruitment Principles, and you wish to make a complaint, you should contact:

devon.coates@gatenbysanderson.com

in the first instance.

If you are not satisfied with the response you receive from the Department, you can contact the [Civil Service Commission](#).

13. What should I do if I think that I have a conflict of interest?

Candidates must note the requirement to declare any interests that might cause questions to be raised about their approach to the business of the Department.

If you believe that you may have a conflict of interest please contact: devon.coates@gatenbysanderson.com before submitting your application.

14. Civil Service Code

All civil servants are subject to the provisions of the Civil Service Code that details the Civil Service values, standards of behaviour and rights and responsibilities. For further information, click [here](#).

15. Is this role offered as part of A Great Place to Work for Veterans initiative?

This vacancy is part of the A Great Place to Work for Veterans initiative, for further information please see [here](#).

16. Redeployment Interview Scheme

Civil Service employees (including Senior Civil Servants and Crown Arms Length Bodies) who are at risk of redundancy and who meet the minimum selection criteria in the job specification are guaranteed an interview. Selection will be on merit and at-risk candidates will be able to self-identify during the application stage. For all guaranteed interview schemes, there may be exceptions made on reasons of time/resource for high-volume recruitment where the vacancy manager may decide to select the candidates who best meet the minimum criteria rather than all of those that meet the minimum criteria.



Diversity and inclusion



The Civil Service is committed to becoming the most inclusive employer in the UK.

We are committed to understanding, respecting and representing as broad a range of views and backgrounds as we have in UK society. We know that diverse perspectives and experiences are critical to an effective, modern Civil Service.

Our vision is to ensure the Civil Service represents modern Britain and is a truly inclusive employer - an example to other employers. We will create an organisation where diversity is not only respected and valued - but celebrated.

What's in it for me?

We want to maximise the potential of everyone who chooses to work for us - regardless of background.

If you're interested in becoming a world class leader, developing your career with us – starting with this interesting and challenging role – or doing things differently and inspiring colleagues, then the Civil Service is the place for you.

Our passion for diversity and equality means creating a work environment for all employees that is welcoming, respectful, engaging, and enriched with opportunities for personal and professional development.

What's next?

You've taken the first step and looked through this job pack to understand the skills and experience needed to perform this role. Now join us in achieving our ambitions and let us help you achieve yours. [Apply now](#).





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Contact us

For more information about the role please contact: Khadeeja.khalid@gatenbysanderson.com

If you need help with your online application please contact: devon.coates@gatenbysanderson.com

