

Job Title:	Strategic Programmes Officer	Date:	February 2026
Reporting Line:	Director of Land and Property	Salary:	Grade 8
Team:	Land and Property	Business Area:	Place Directorate

JOB PURPOSE

The Greater Manchester Strategy, Our People, Our Place, sets out a collective vision for Greater Manchester to be one of the best places in the world to grow up, get on and grow old. Greater Manchester Combined Authority's mission is to shape and enable Greater Manchester to deliver its shared ambitions and priorities across a number of areas.

The Strategic Programmes Officer will support the delivery of programmes aligned to Land and Property Strategic Estates Group (SEG) objectives by providing dedicated full-time consultancy across all ten GM localities. The role holder will have a core focus on supporting the agreement of a coordinated estates systems view and converting local strategy into rapid delivery initiatives aligned with wider GM Strategy and long-term health plans, in relation to Local Plans, Growth Zones, Places for Everyone (Pfe) and One Public Estate (OPE).

The role sits within a wider programme team in the Land and Property function, which convenes and coordinates activity across GMCA that delivers against our Estate priorities. You will be part of a dynamic and highly supportive team, collaborating with internal stakeholder, end users and external partners to design, coordinate and deliver a series of business initiatives ensuring compliance with the GMCA's governance processes; achieving agreed milestones within time, budget and quality parameters.

KEY RELATIONSHIPS

- Senior Officers, Service Managers and staff within GMCA
- Land and Property Function
- Local authorities and partners
- NHS Health and its key estates External Provider partners
- External Partner Agencies, Suppliers and Consultancies

KEY RESPONSIBILITIES

The Strategic Programmes Officer will have responsibility for contributing to the develop of priority programmes of work to support the delivery of Greater Manchester’s strategic estates priorities via the Local Strategic Estate Group strand to support the delivery of the Greater Manchester Strategy Integrated Pipeline.

Key responsibilities include:

Strategic & Programme Delivery:

1. Lead/assist development of Local Focus Plans aligning estate strategy with public service transformation.
2. Build and maintain a cross-system Capital Investment Pipeline mapping LA/NHS capital and readiness.
3. Diagnose system waste & failure demand using estate data; initiate improvement actions.
4. Drive core/flex/tail portfolio optimisation, including co-location, rationalisation, disposals.
5. Explore opportunities to stand-up a Resource & Knowledge Share hub to assist with locality knowledge share, learning and enable collaboration.

Governance, Controls & Reporting:

6. Coordinate programme delivery governance (SEG, locality boards), ensuring GMCA processes, milestones, risks and benefits are captured.
7. Produce monthly status and monitoring reports, business cases and evaluation criteria; support funding bids.

Data, Systems & Insight:

8. Coordinate asset/investment information, data quality and analytics to inform decisions.
9. Provide analysis that surfaces stock sustainability and lifecycle insights.

Stakeholder Engagement:

10. Develop effective forums and networks across LAs, NHS, blue light and other partners.

General

11. A commitment to self-development and supporting the development of others.
12. A commitment to managing personal wellbeing and supporting the wellbeing of others.

NB: This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Degree or equivalent professional qualification/experience in estates & facilities, asset management, regeneration or related field. Proven experience delivering complex, multi-stakeholder estates programmes across public sector.
- Strategic Thinking: Develops strategy with awareness of key risks and adjusts accordingly to maximise likelihood of success.

- Project Management: (Prince2/MSP/Agile desirable). Ability to define, document and manage through to implementation long-term complex projects with significant business, political, or high profile impact, and high-risk dependencies. Has ability to control risk on high value, complex and multiple projects.
- Strategic Planning: The ability to turn strategic ideas and objectives into practical, well organised plans with a focus on results, standards and objectives on time to quality, within budget and to reprioritise, plan and organise own and others' work effectively to ensure these are met.
- Communication and Influence: Ability to negotiate difficult agreements with wide impact and high risk; ability to influence or persuade internal or external stakeholders.
- Financial Management: Excellent commercial and financial acumen skills to develop short, medium and long term financial plans with an ability to budget proactively with large, high-risk elements being identified and cross-referenced to operational activity, benefits tracking and investment planning.
- Strong IT skills (Microsoft 365), relevant to Asset Management and experience with Asset Data Management. Experience with BI tooling (Power BI) and sustainability software /energy platforms exposure would be advantageous.
- Familiarity with OPE, public sector asset policy and Place-based transformation contexts
- Understanding of housing legislation and regulatory standards relevant to public estates.
- Experience with stock condition surveys, investment planning, sustainability assessments, and working with asset management systems.
- Commissioning Skills: Demonstrates sound business intelligence and ability to identify commercially viable opportunities to secure value for money in service delivery.
- Follows through on commitments made and sticks with a problem or issue until it is resolved
- Personally builds effective relationships with colleagues or partners outside their own area to improve organisational performance and service quality
- Measures and monitors to ensure they are on top of results and takes ultimate responsibility for ensuring outcomes and targets are met
- Talks about and promotes our strengths and success stories with passion and commitment
- Knowledge and experience of developing and monitoring contracts or funding agreements of public funds with external providers, desirably related to business support
- Knowledge of the business property and land landscape in Greater Manchester and the UK
- A willingness to learn and a proactive and "can-do" nature
- An ability to bring rigorous and robust processes to the awarding and monitoring of complex programmes and projects
- Ability to identify key areas of risk and confidence to challenge and put in place appropriate mitigations

- Confidence to hold individuals to account for delivery of outputs and products
- Experience of drawing together a wide range of data, often not in a consistent format, to present back analysis to key stakeholders and senior leaders
- Excellent organisational skills, the ability to work as part of a team, and an ability to remain calm under pressure to deliver accurate work to tight deadlines; strong customer focus and stakeholder engagement.
- Ability to communicate complex data effectively; excellent written and verbal communication.
- Commitment to ongoing learning and continuous improvement in asset information management and sustainability.
- Excellent consulting, relationship management, influencing/negotiation and coaching skills
- Strong analytical and communication skills; confident written reports and presentations
- Robust programme and project management; able to manage conflicting priorities
- Team-oriented, flexible, creative; strong customer and public-service ethos
- Willingness to travel across GM and work flexibly where required
- Desirable: Membership of a relevant professional body

KEY OUTPUTS

Focus Area	How	Deliverables
Support Strategic Asset Planning	<p>Lead/assist development of Local Focus Plans, aligning estate with service transformation.</p> <p>Help in the refinement of the Top 10 priorities. Review priority demand against current reality. Understand challenges that exist which inhibit focus and progress.</p>	<p>Local Focus Plans (per locality/system scope).</p> <p><i>Coverage and quality criteria agreed with Strategic Estate Group Chairs; approvals achieved.</i></p>
Investment Value integration	<p>Map and support the alignment of Local Authority / Health Estates capital;</p> <p>Prioritise transformational schemes and through focused readiness activity.</p>	<p>Capital Investment Pipeline (cross-sector).</p> <p><i>Completeness across Local Authority/NHS; number/value of prioritised schemes.</i></p>
Efficiency & Value-Add Improvement	<p>Identify system waste/failure demand;</p> <p>implement productivity and space-use improvements.</p>	<p>Actions on System Waste & Failure (tracked benefits).</p> <p><i>Number of corrective actions implemented; evidenced demand reduction.</i></p>
Core/Flex/Tail Asset Optimisation	<p>Drive rationalisation, co-location, disposals and flexible footprint models.</p>	<p>Revenue Reductions (savings/cost avoidance/receipts).</p> <p><i>Optimisation: sqm reduction, occupancy gains, disposals progressed, co-locations delivered.</i></p>

Collaboration & Knowledge Sharing	<p>Create knowledge share hub concept between localities, create templates;</p> <p>Facilitate data sharing and standards.</p>	<p>Resource & Knowledge Share (live knowledge share hub in place). <i>Active users, knowledge nuggets published and number of cross-borough collaboration instances achieved.</i></p>
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Corporate Duties

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.
 Refrain from smoking in any areas of Service premises.
 Behave in a manner that ensures the security of property and resources.
 Abide by all relevant Service Policies and Procedures.

Records Management/ Data Protection - As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

Confidentiality and Information Security - As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

Data Quality - All staff are personally responsible for the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.
 To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

Health and Safety - All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service's undertakings.

Service Policies - All GMCA employees must observe and adhere to the provisions outlined in these policies.

Equal Opportunities - GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background.