



PUBLIC PRACTICE

DIRECTOR
OF OPERATIONS

JOB ADVERT

SALARY

£40,000-£50,000 per annum
(based on experience)

ANNUAL LEAVE

30 days plus bank holidays

REPORTING TO

Chief Executive Officer

START DATE

11 December 2017

(or as soon as
possible thereafter)

CONTRACT

12 month fixed-term contract
(with possibility of extension)

LOCATION

Urban Innovation Centre,
1 Sekforde St,
London EC1R 0BE

HOURS

Full-time 37 hours per week
(with potential for
flexible working)

ROLE

Public Practice is placing a new generation of planners within local government to shape places for the public good. We are a new social enterprise, founded with the support of the Greater London Authority, Local Government Association, Future Cities Catapult, Berkeley Group, British Land and Peabody, and based in the Urban Innovation Centre in Clerkenwell. Public Practice's mission is to shape better places by building public planning capacity and changing perceptions of the profession. We do this by brokering placements for outstanding planners, architects and urbanists within local authorities. These Associates work in strategic place-based roles to deliver change on the ground, alongside participating in an industry-leading programme of research and development.

We are looking for an exceptional Director of Operations to lead the day-to-day running of Public Practice – from start-up to scaling-up nationally, and beyond. As one of a founding team of three you will play a central role in shaping the growth and strategic direction of the organisation from the very start. This is an

opportunity to get involved in every aspect of developing an ambitious and high profile social enterprise. You will need to bring a good general understanding of business operations, as well as a willingness to take a hands-on approach to delivery. We are looking for someone who is entrepreneurial, versatile, and open to learning as we grow. Most importantly, you will need to believe in public service, and be a powerful advocate for our work.

RESPONSIBILITIES

- **OPERATIONS:** Oversee the day-to-day operations of Public Practice, managing and developing our systems, structures and procedures as we scale.
- **DELIVERY:** Directly manage the delivery of our programme, including recruitment, placements, curriculum and research, with support from the CEO and other staff.
- **BUSINESS DEVELOPMENT:** Work collaboratively with the CEO to start-up and grow Public Practice, bringing an entrepreneurial and innovative approach to business development, iteratively developing and delivering our business plan.
- **FINANCE:** Directly manage Public Practice's finances, taking responsibility for financial planning, budgeting, accounts, grant agreements and reporting, with support from the CEO.
- **INCOME:** Support the CEO to drive income by maximising funding opportunities and developing Public Practice's services.
- **LEGAL:** Oversee legal aspects of Public Practice, including managing external legal advice where necessary.
- **IMPACT:** Capture the impact of Public Practice, with a critical and creative approach to monitoring, evaluation and reporting.
- **RESOURCING:** Support the CEO with resourcing, recruitment, employment and staff development for a growing team.
- **RECRUITMENT:** Oversee the recruitment of Associates and selection of Authorities, including liaising with Authorities, Associates and their employers on HR and employment matters.
- **MANAGEMENT:** Support the CEO with organisational management, as a core member of the management team.
- **STRATEGY:** Support the CEO to plan the strategic direction and development of Public Practice, from start-up to scaling-up.

- **COMPLIANCE:** Establish and maintain appropriate governance and policies, and ensure compliance with all relevant legislation as a Company Limited by Guarantee, Registered Charity, and employer, with support from the CEO.
- **PARTNERSHIPS:** Support the CEO to build Public Practice's partnerships and networks, and act as the first point of contact for some external partners.
- **ADVOCACY:** Act as a powerful advocate for Public Practice, representing the organisation publicly and communicating our vision and values.

SKILLS & QUALITIES

- Committed to working for the public good, and belief in the purpose of Public Practice.
- Politically aware, and interested in the built environment and planning.
- Motivated to work hard for a cause you believe in, and willing to take a hands-on approach to delivery from the mundane to the technically complex.
- Entrepreneurial, proactive and always willing to take the initiative.
- Able to work independently and as part of a close core team.
- An articulate and convincing communicator with excellent written and verbal communication skills.
- A people person, confident at building and managing positive relationships with a diverse range of people and organisations.
- Highly organised, and strong at planning, managing time, priorities and risk.
- Focused on delivering to high standards, with a rigorous attention to detail.
- Always looking for opportunities and innovative solutions to improve the way we work.
- A strategic thinker, with the ability to analyse wider and longer-term challenges and opportunities.
- A quick learner, comfortable with taking on new processes, responsibilities and areas of knowledge.

KNOWLEDGE & EXPERIENCE

- Experience of managing the operations of an organisation, social enterprise or charity.
- Understanding of the governance, compliance and reporting requirements of charities.
- Experience of taking responsibility for budgets, accounting, financial management and reporting.
- Understanding of internal HR processes for a small organisation.
- Understanding of recruitment processes and local government employment matters.
- Experience of developing and implementing intelligent and efficient administrative, finance or HR systems.
- Experience of delivering effectively to grant agreements.
- Understanding of managing time, priorities and risk with limited resources.
- Understanding of new approaches and methods to measure impact.
- Experience of programme monitoring, evaluation and reporting.
- Understanding of the political, legal and cultural context of local government.

APPLY

To apply please send your CV and a covering letter of no more than 500 words setting out who you are, why you want this job, and what you can bring to Public Practice to info@publicpractice.org.uk with the subject line 'Director of Operations'. The deadline for applications is midnight on Sunday 26 November 2017.

Public Practice is committed to making the built environment sector more diverse. We welcome applications from everyone regardless of age, gender, ethnicity, sexual orientation, faith or disability. We aim to be an inclusive employer, and are happy to consider flexible working arrangements.

FURTHER INFORMATION

Download the [Public Practice prospectuses](#), our [Business Plan](#), and our [Charitable Objects and Articles of Association](#).