



Department  
for Education

# **NON-EXECUTIVE DIRECTORS FOR LOCATED PROPERTY LTD**

**Information Pack - September 2024**



# INTRODUCTION FROM MINISTER FOR EARLY EDUCATION

Thank you for your interest in becoming a non-executive director of the board to LocatED Property Ltd.

The Department for Education (DfE) supports children and families and helps schools to raise standards. It is a department that offers opportunities for everyone, creating better life chances for all.

From providing those in most need the opportunity of a better start in life, to smoothing the transition into further education for all, the DfE is here to support their journey.

The education estate is where the journey takes place, in nurseries and schools; colleges and universities.

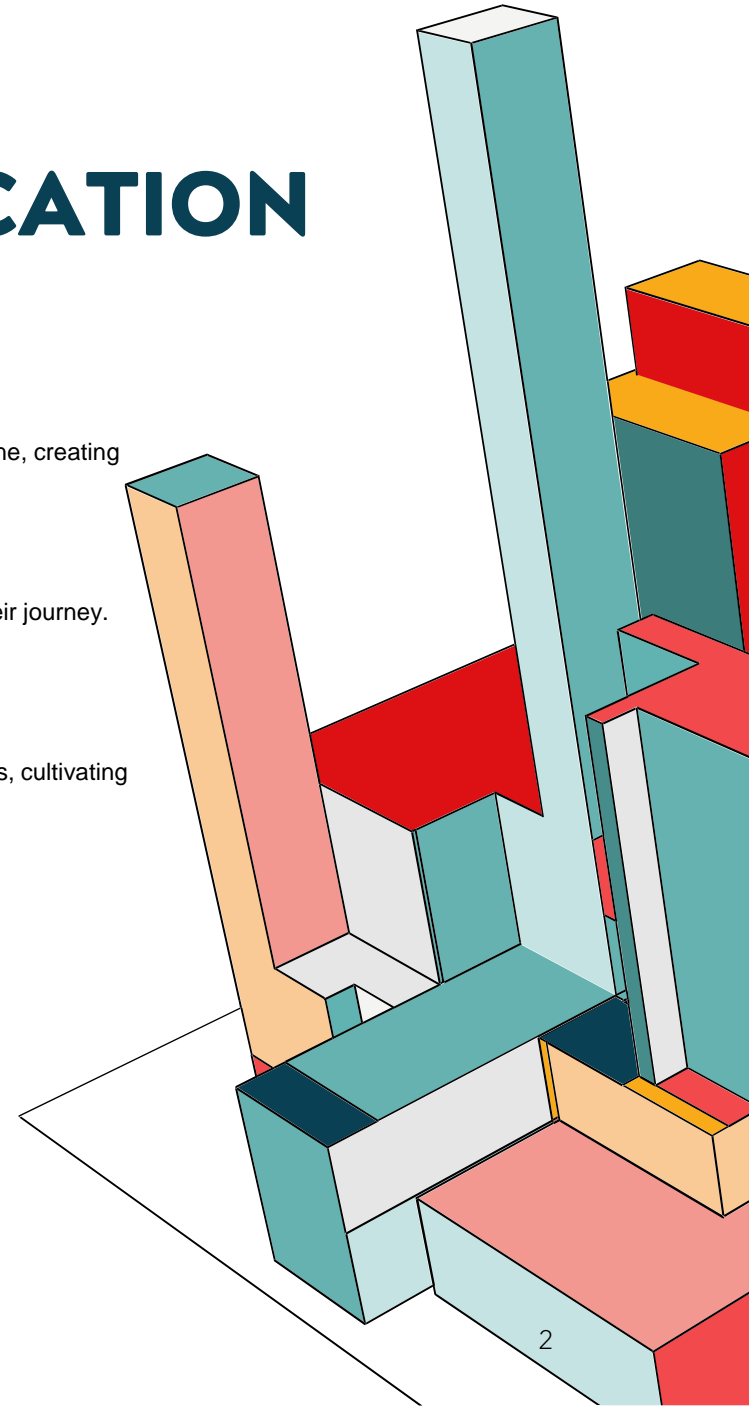
Across the DfE, teams are working together to deliver educational establishments that are not just fit for today's students, but that will inspire future generations, cultivating innovation and nurture the potential of all.

As a department that believes in equality, inclusion and knows the benefits of welcoming a diversity of individuals, we encourage applications from any candidate with the appropriate qualifications and experience for this role.

A handwritten signature in blue ink that reads "Stephen Morgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Stephen Morgan MP**

**Minister for Early Education**



# WELCOME FROM THE BOARD CHAIR



Thank you for considering this important role.

I was appointed in January 2024 and have since been really impressed by the team which is led by Lara Newman. There is a real sense of purpose and drive, as well as a healthy attitude to challenge and change. This is a unique organisation to oversee.

The role of LocatED is changing and we need to reflect this on the Board. Practical involvement in the real estate world will be important, as will be your experience of guiding organisations through change.

We are seeking Non-Executive Directors who bring a clear perspective, who understand when to provide support and when to offer constructive challenge. We need people who add to our collective experience and outlook and who want to help deliver the best environment for education.

If you think you have these qualities, we want to hear from you.

**Mark Prisk FRICS**

**Chair**

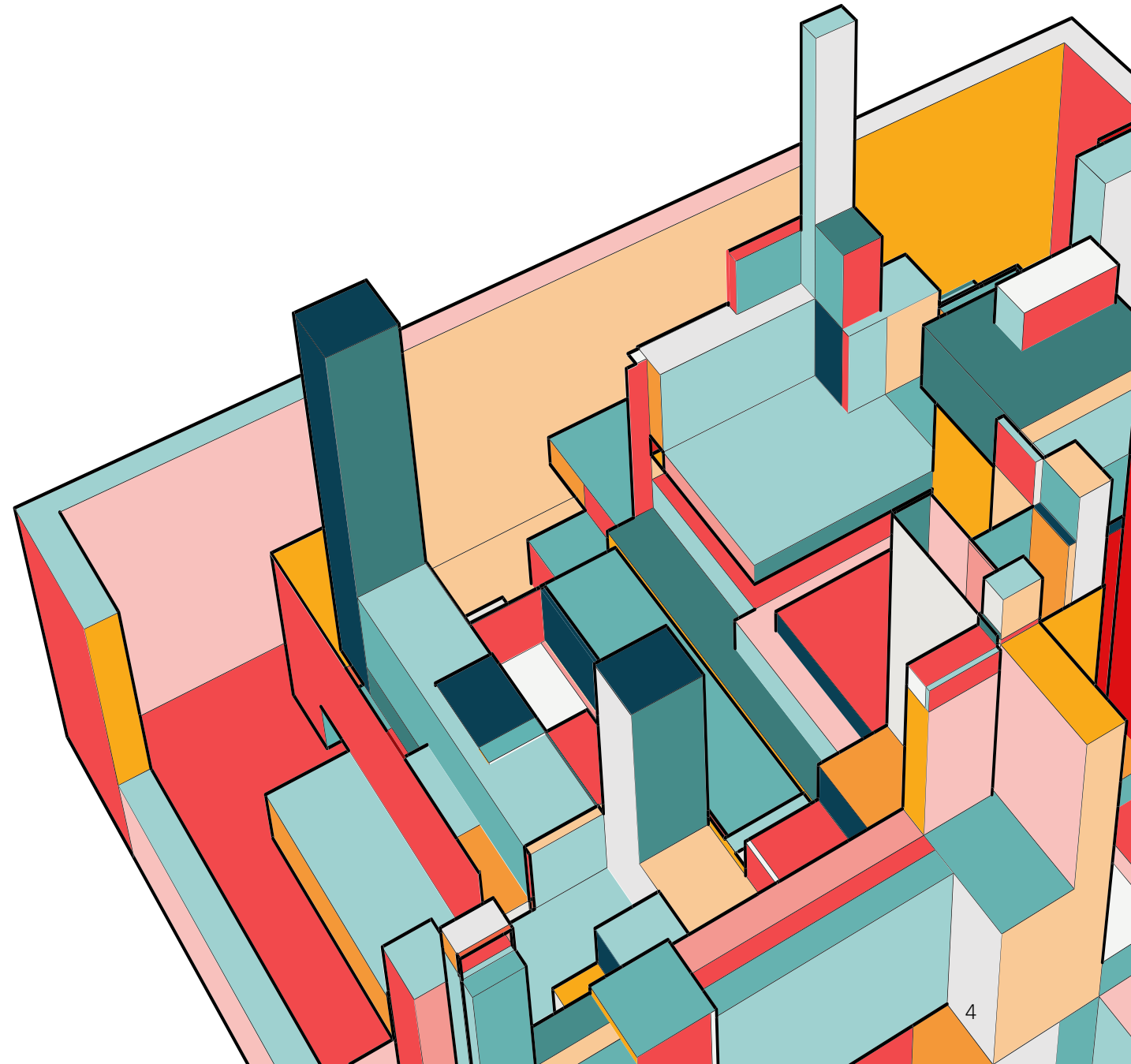
# ABOUT US



LocatED is an arm's-length body to the Department for Education and exists to provide expert property advice to the department, schools, multi-academy trusts and other educational bodies.

LocatED helps them solve complex property challenges in their existing estates; secures and disposes of sites at the best market price; manages sites held by the Secretary of State for schools; advances estates efficiency and decarbonisation programmes; provides an expert commercial property consultancy service to the department's policy areas; and delivers school-led mixed-use developments.

LocatED has a deep understanding of both the commercial property market and the education sector, allowing it to deliver value-for-money to the taxpayer, and create value for the public estate.



# ROLE OVERVIEW

## INDEPENDENCE

Provide an independent perspective and assurance, including advice to responsible ministers including the Secretary of State, on the capability of LocatED. Provide independent support, guidance and challenge on the progress and implementation of the business plan.

## PERFORMANCE

Scrutinise the performance of the organisation in meeting agreed goals and objectives, and monitor the reporting of performance, including financial targets and efficiency goals.

## GOVERNANCE

Satisfy themselves that governance, and risk management systems are effective and capable of delivering relevant, accurate and timely management and financial information to the board.

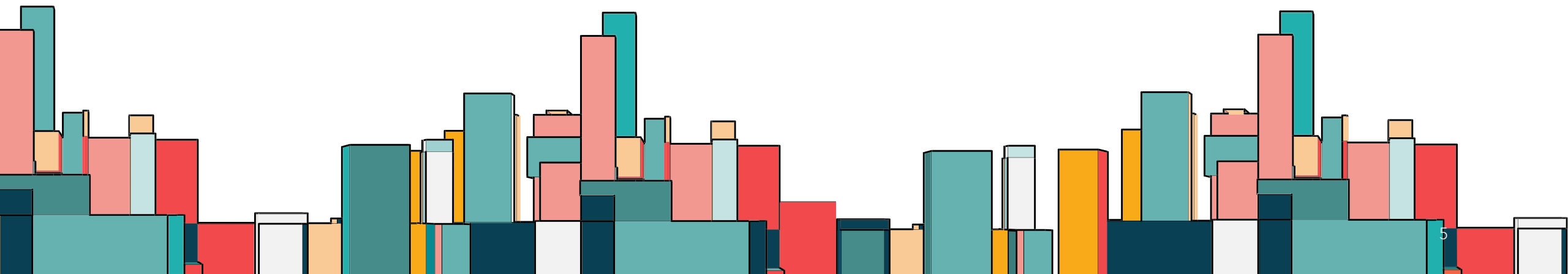
**VISION:** Promoting and protecting LocatED's position, values, mission, integrity and reputation.

## STRATEGY

Constructively challenge and contribute to the development of strategy and business planning, including involvement in the development of key objectives and targets.

## COMPLIANT

Ensuring that LocatED has proper internal controls, systems and processes in place to safeguard the use of public funds and manage risk.



# WHO WE ARE LOOKING FOR

## ESSENTIAL CRITERIA

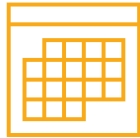
1. Lead Criteria\*: Meaningful senior level experience in commercial and/or residential property relating to land acquisitions/sales; asset/property management; and investments/development.
2. Experience of improving public buildings, particularly with regards to energy sources and usage.
3. Knowledge of governance and assurance requirements in assessing risks and mitigations relating to property.
4. Understanding of business finance and accounts, with the ability to scrutinise, analyse and challenge, as necessary.
5. Excellent strategic stakeholder management skills, including a demonstrable ability to be an effective ambassador for LocatED.

## DESIRABLE EXPERIENCE & SKILLS

1. Experience of working in a committee structure, offering professional support, insights, knowledge and challenge.
2. Skilled in ensuring compliance with Government policy on Managing Public Money and any other official associated guidance or direction.
3. Knowledge of the education system and the fragmented nature of the education property market.

\*In the event of a significant number of applications an initial sift will be completed against the Lead Criteria.

# ADDITIONAL ROLE INFORMATION



TIME  
COMMITMENT -  
ANTICIPATE 25  
DAYS PER YEAR



REMUNERATION -  
£18,750 PER  
YEAR BASED ON  
25 DAYS



APPOINTMENT –  
ROLES START 1  
APRIL 2025 FOR  
UP TO 3 YEARS

# BOARD DIVERSITY

## **The DfE is committed to ensuring equality of opportunity**

The department has a strong culture of inclusion and diversity, and it wants to encourage applications from people with a diverse range of backgrounds and educational routes. We particularly encourage applicants from underrepresented groups, those based outside London and the South-East and applicants who have achieved success through non-traditional educational routes.

We want to ensure that any appointee to Arm's Length Bodies is committed to promoting diversity, in its broadest possible sense. This will include embedding a commitment to the principles of levelling up and championing opportunity for all, across the organisation. This commitment helps to ensure that the organisation is one in which a genuinely diverse range of views can be expressed, without fear or favour.

## **Championing Social Mobility**

The department champions social mobility in all of its policies and is committed to opening up opportunities for people from all backgrounds, all socio-economic classes and all regions of England. We are committed to embedding this principle into our recruitment and public appointments and expect all our leaders, including in Arm's Length Bodies, to take action to attract and retain staff from all backgrounds, while also supporting them to progress within their careers.

## **Disability Confident**

The department is a member of the Government's Disability Confident scheme and has achieved Disability Confident Leader status, signifying our role as champions of the scheme. We use the Disability Confident symbol, along with other like-minded employers, to show our commitment to good practice in employing people with a disability. The department ask that all applicants complete an anonymised Diversity Monitoring Form used for gathering data only, to ensure departments are recruiting from the widest possible pool. The information you provide is not shared with the selection panel.



# HOW TO APPLY

The closing date for applications is midday on **8<sup>th</sup> October 2024**

To apply you will need to create an account or sign in.

All candidates are required to provide:

- a Curriculum Vitae (CV)
- the candidate supporting statement:
- equality information
- information relating to any outside interests or reputational issues.

All the instructions on how to apply are detailed in the job advert.

# TERMS OF APPOINTMENT

## Conduct & Standards in Public Life

Non-Executive Directors are expected to demonstrate high standards of corporate and personal conduct. They are required to adhere to the code of conduct for board members and demonstrate a sound understanding of and commitment to the principles of public life, both of which can be found:

Code of Conduct for board Members of Public Bodies – GOV.UK ([www.gov.uk](http://www.gov.uk))

The Seven Principles of Public Life – GOV.UK ([www.gov.uk](http://www.gov.uk))

## Eligibility

This is a Non-Executive Public Appointment by the Secretary of State for Education and is subject to routine security clearance.

## Disqualification for appointment

There are circumstances in which an individual will not be considered for appointment. They include:

People who have received a prison sentence or suspended sentence of 3 months or more in the last 5 years

People who are the subject of a bankruptcy restrictions order or interim order

In certain circumstances, those who have had an earlier term of appointment to another public body terminated

Anyone who is under a disqualification order under the Company Directors Disqualification Act 1986

Anyone who has been removed from trusteeship of a charity

## Conflicts of interest

You should particularly note the requirement to declare any conflict of interest that arises in the course of public body business and the need to declare any relevant business interests; positions of authority or other connections with organisations relevant to the business of the public body. If the assessment panel is concerned that such interests may impact on the independence or perceived independence required for this role, they will discuss their concerns with you if you are invited for interview.



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