

JOB DESCRIPTION

Job Title	Senior Investment Manager (Place)
Salary Band	SCP 51-55
Reporting To	Assistant Director of Investment
Political Restriction	tbc

1. Primary Purpose of the Post

To identify, develop and manage investment opportunities that will generate economic growth, wellbeing dividends and financial returns across the Liverpool City Region and act as a key commercial finance subject matter expert within Combined Authority's Investment Team.

2. Key Role Specific Responsibilities

Securing Finance for Investment

The chosen candidate will be responsible for identifying investment projects that can best be supported through the introduction of commercial loan finance through the CA's Chrysalis Fund and other loan and equity investment instruments. She/he will be required to:

- Engage with companies, public authorities, third sector organisations, investors, stakeholder/membership groups and colleagues to identify new project opportunities.
- Convene interested parties to assemble concepts into deliverable, fundable projects.
- Engage with project sponsors at an early stage to understand their project's nature, key features, viability, and deliverability, and engaging Combined Authority policy and analysis colleagues to understand its potential economic impact.
- When appropriate, support the sponsor in identifying a deliverable structure and route for the project working in collaboration with the project sponsor and key stakeholders.
- Draft investment papers from outline to final board approval (our investment process is published in our investment strategy) and present those submissions to the investment panel.
- Identify project diligence requirements and conduct/oversee that diligence through a combination of in-house and external resources. Diligence typically includes market, financial, legal, operational, and economic elements, and includes the preparation/review of financial analysis and projections.
- Structure the Combined Authority's funding. Our instruments include debt, equity, guarantees and grant funding on a commercial and sub-commercial basis, and the terms we offer depend on the sector, funds available and project specifics.
- Assist with or lead the negotiation of legal documentation and oversee the release of Combined Authority funding to the project after satisfactory release of conditions etc.
- Support colleagues in overseeing the financial and operational performance of signed projects and LCRCA financial commitments through regular monitoring.
- General corporate, team and department management responsibilities commensurate with the seniority of this role, including supporting the implementation of the City Region's Devolution agreement and wider strategic priorities as set out in the Corporate Plan.

Please note that project investment teams typically comprise a lead member (this role), junior members, an accountable senior member, colleagues from supporting teams and external consultants/ advisors.

Project Monitoring / Portfolio Management

- Lead & manage project teams to oversee the financial and operational performance of projects and Combined Authority financial commitments through regular project monitoring and evaluation.

Business Development

- To represent the Combined Authority, maintaining a network of contacts capable of generating new investment propositions, supporting project sponsors, and identifying new development opportunities.
- Convene interested parties to assemble concepts into deliverable, fundable projects.
- To be a trusted source of guidance to the private and public sector investment and development community.
- To represent the Combined Authority, where requested, in public and private meetings at a regional and national level.

Stakeholder Engagement

- To support the communication of the CA's Investment strategy, approach and decisions to elected members and officers associated with the Combined Authority, project sponsors and funders, and other stakeholders across the public, private, academic and third sectors.
- To explain and substantiate the investment decisions taken on projects, ensuring a clear, evidence-based response.
- To be a key point of contact at the CA for the CA's Business Support organisation - Growth Platform - in the development of business & innovation ecosystem, economic growth, cultural and visitor economy projects, including presenting to and consulting with Growth Platform Sector Boards regularly

Continuous Improvement and Team Development

- To improve the Investment team's operations, strategy, and outcomes as a key member of the shared management team
- To train, develop and support team members and carry out day to day line management responsibilities.
- To identify opportunities for self-development

3. General Corporate Responsibilities

Every Combined Authority employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, also ensuring that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

The responsibilities set out in this job description are not intended to be prescriptive or exhaustive but to outline the main areas of responsibility at the time of writing and may therefore be amended from time to time as required.

4. General Managerial Level Responsibilities

- To support the Executive Director & Assistant Director of Investment in leading the Investment Team to develop a performance-driven culture through the accountability of the lead officers allocating resources, managing risks, monitoring and review and providing leadership and inspiration to deliver service excellence

- To share and communicate a clear understanding of the Combined Authority priorities across the Team and wider Combined Authority teams
- Ensure the development, provision and analysis of high quality management information and documentation that is timely, accurate and meaningful
- Recruit, select, appraise and develop staff in accordance with the Combined Authority's policies and procedures
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs
- Develop the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken
- Maximise the private sector venture, business and other funding to the City Region, relevant to the portfolio
- Support the scrutiny process established by the Combined Authority
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish
- Promote strong, direct and effective communication and involvement with all stakeholders
- Promote the work of the Combined Authority and LCR locally and nationally
- Support the Combined Authority's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken

Every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

PERSON SPECIFICATION

SERVICE AREA: Liverpool City Region Combined Authority
Investment and Delivery Directorate

JOB TITLE: Senior Investment Manager

GRADE: 51-55

Note to Applicants. Essential criteria are marked with ‘ * ‘. All other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS
Qualifications and Training	<ol style="list-style-type: none"> 1. Degree or equivalent.* 2. Postgraduate degree related to business, finance, law or management (e.g. MBA) 3. Membership of a recognised and relevant professional body (e.g. CFA, ACA, ICAEW, legal profession membership)
Experience	<ol style="list-style-type: none"> 1. Significant experience of: <ul style="list-style-type: none"> - assessing project proposals with a view to their development/financing* - providing and/or advising on investment into complex projects* - identifying capital structures appropriate for a given project* - conducting due diligence into a proposed project* - negotiating legal terms for project development/investment* 2. Existing expertise in one sector (e.g. property or corporate finance) and ability to grow that expertise into new sectors with the support of the team 3. Significant experience of working to a senior committee/board/group, including in the preparation of reports and supporting materials on proposed projects* 4. Experience of working in a regional market and/or in a regeneration context 5. Experience of leading project/deal teams, providing direction and managing the performance of junior team members* 6. Experience of building effective working relationships with a range of stakeholders (including from the public sector if possible) 7. Experience of supporting operational improvement and performance improvement through positive engagement
Skills/Abilities	<ol style="list-style-type: none"> 1. Ability to request, analyse and interpret complex information and to use judgement in assessing a project's viability* 2. Ability to draft and/or review financial projections* 3. Ability to manage contracts and consultants* 4. Ability to read and interpret financial statements and to analyse the financial standing of a project/company/proposition* 5. Ability to assess a project/company/proposition within its market context* 6. Ability to draft and/or review market, operational and economic analyses in respect of a proposed project (often with support from external consultants)* 7. Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance*

	<ol style="list-style-type: none"> 8. Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way 9. Ability to defend the Combined Authority's position in high profile and complex investment contexts, demonstrating resilience 10. Ability to maintain numerous workstreams (financial, legal, technical etc) on a single project to assure smooth progress through the approval process* 11. Positive, flexible and responsive, with a dynamic and creative approach to problem solving 12. Excellent negotiation, listening and relationship building skills* 13. A good understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships 14. Understanding of government policies and their application to the Combined Authority's priority areas
Commitment	<ol style="list-style-type: none"> 1. A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority 2. Commitment to providing high quality client service 3. Commitment to equal opportunities*