**JOB DESCRIPTION**

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| **Job Title** | Investment Manager |
| **Salary Band** | SCP44-50 (£56,070- £66,558) |
| **Directorate** | Investment and Delivery Directorate – Investment Team |
| **Responsible To** | Senior Investment Manager |

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| 1. **Primary Purpose of the Post** |
| To lead major business and people focused investment that will generate economic growth, wellbeing dividends and financial returns in the Liverpool City Region Combined Authority’s Investment Team. To make a difference at work. |
| 1. **Key Role Specific Responsibilities** |
| To lead project teams, to identify, structure and fund business growth and innovation projects in the Liverpool City Region. They will cover the following activities:   * Engage with businesses, 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. * Draft investment papers from outline business case to final board approval (following our assurance process as 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. * 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.   Please note that our typical team comprises a lead member (this role), analysts and associates, an accountable senior member. In addition, support will also come from supporting CA teams and external consultants/ advisors. |

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| 1. **General Management and Corporate Responsibilities** |

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| 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, 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.  This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing. |

**PERSON SPECIFICATION**

**SERVICE AREA:** Liverpool City Region Combined Authority

Investment & Delivery Directorate

**JOB TITLE:** Investment Manager

**GRADE:** SCP 44-50

**Note to Applicants: essential criteria are marked with ‘\*’. All other criteria are desirable.**

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| **CRITERIA** | **KNOWLEDGE AND SKILLS** |
| **Qualifications and Training** | 1. Relevant undergraduate degree\* |
| **Experience** | 1. Extensive relevant professional experience, preferably in either the monitoring, delivery or management of business support, innovation or people and skills focused projects\* 2. Experience of:  * assessing project proposals with a view to their development and financing\* * providing and/or advising on capital structures and investment into projects * conducting due diligence and negotiating legal terms for project development/investment\*  1. Experience of leading project/deal teams, providing direction and taking accountability for delivery\* 2. Providing line management support, including pastoral support, coaching and performance management\* |
| **Attributes** | 1. Self-starting, team player and highly-motivated\* 2. Conscientious and organised, with attention to detail\* 3. Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority 4. Commitment to equal opportunities\* |
| **Skills & Abilities** | 1. Understanding of the UK funding environment for publicly funded business support and people focused support\* 2. Opportunistic and entrepreneurial flair, including the ability to identify project opportunities in a challenging funding environment, across disciplines\* 3. Ability to request, analyse and interpret complex information and to deploy sound judgement in assessing a project\* 4. Ability to draft/review financial projections\* 5. Ability to manage contracts and consultants 6. Ability to read and interpret financial statements and to analyse the financial standing of a project/company/proposition 7. Ability to assess a project/company/proposition within its market context\* 8. Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance\* 9. Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way 10. Positive, flexible and responsive, with a dynamic and creative approach to problem solving 11. Good negotiation, listening and relationship building skills 12. Some understanding of the Liverpool City Region devolution agreement, local government, central government and their roles, structures and relationships |