



JOB DESCRIPTION

Job Title	Interim Investment Specialist - UK Shared Prosperity Fund
Salary Band	SCP44-50 (£56,070 - £66,558)
Directorate	Investment and Delivery Directorate – Investment Team
Responsible To	Senior Investment Manager

1. Primary Purpose of the Post

To lead on the development of the CA's current pipeline of UKSPF projects and develop the future pipeline of UKSPF. Other programme manager duties may be required including reporting into the programme board and briefing key stakeholders on progress and helping to inform decision makers. The CA's Investment Team generate economic growth, wellbeing dividends and financial returns in the Liverpool City Region Combined Authority's Investment Team. To make a difference at work.

2. Key Role Specific Responsibilities

To lead project teams, to identify, structure and fund projects that meet the criteria of UKSPF 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 or UKSPF programme board
- Identify project diligence requirements and conduct/oversee that diligence through a combination of in-house and external resources.
- Support the development of a pipeline of projects that are fundable under UKSPF
- 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 LCRCAs financial commitments through regular monitoring
- General management responsibilities commensurate with the seniority of this role.

3. General Management and 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, 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:	Interim Investment Specialist – UK Shared Prosperity Fund
GRADE:	SCP 44-50

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

CRITERIA	KNOWLEDGE AND SKILLS
Qualifications and Training	1. Relevant undergraduate degree or equivalent relevant work experience*
Experience	2. Extensive relevant professional experience, preferably in either the development, monitoring, delivery of publicly funded business support, people and skills or community development projects* 3. Experience of: <ul style="list-style-type: none">- assessing project proposals with a view to their development and financing*- conducting due diligence and negotiating legal terms for project development/investment* 4. Experience of leading project/deal teams, providing direction and taking accountability for delivery* 5. Experience of European Structural Investment Funds and/or UK Shared Prosperity Fund*
Attributes	6. Self-starting, team player and highly-motivated* 7. Conscientious and organised, with attention to detail* 8. Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority 9. Ability to work well under pressure and with relative autonomy 10. Possesses a high level of integrity 11. Commitment to equal opportunities*
Skills & Abilities	12. Understanding of the UK funding environment for publicly funded business support and people focused support* 13. Opportunistic and entrepreneurial flair, including the ability to identify project opportunities in a challenging funding environment, across disciplines* 14. Ability to request, analyse and interpret complex information and to deploy sound judgement in assessing a project* 15. Ability to manage multiple projects and programmes simultaneously 16. Understanding of HM Treasury’s Green Book methodology 17. Ability to read and interpret financial statements and to analyse the financial standing of a project/company/proposition 18. Ability to assess a project/company/proposition within its market context* 19. Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance* 20. Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way* 21. Positive, flexible and responsive, with a dynamic and creative approach to problem solving 22. Good negotiation, listening and relationship building skills 23. Some understanding of the Liverpool City Region devolution agreement, local government, central government and their roles, structures and relationships