

ROLE DESCRIPTION

Job Title	Development Associate
Salary Band	SCP 37- SCP 40
Reporting to	Development Manager
Directorate	Investment and Delivery
Service Area and sub area	Pipeline Coordination
Team	Development
Political Restriction	Tbc

1. Primary Purpose of the Post
To identify, scrutinise, develop and fund a portfolio of major housing and regeneration projects and investments that will help realise our vision of a Liverpool City Region that is the best place to grow up, grow a family, and grow a business – where no-one is left behind.
2. Your responsibilities
<p>Development and Financing of Projects</p> <ul style="list-style-type: none"> • To join area-based teams, supporting the assessment, preparation and funding of projects in the Liverpool City Region by: • Assessing proposed counterparts, partners and stakeholders • Providing market and sector analysis to support funding proposals • Generating financial projections and analysis to support the Combined Authority's proposed financing • Drafting (sections of) investment reports • Supporting assessment of the economic, social, environmental and other products of projects under consideration (mostly led by third party experts) • Managing documents, reports, key correspondence and other materials related to projects under consideration • An understanding of appraisal methodology and setting proportionality on a project-by-project basis (some knowledge of HMT Green Book, DfT WebTAG or RICS Red Book appraisal would be beneficial) • Other tasks identified by the project leader in managing the proposed transaction • Supporting the procurement, selection and contracting of third-party contractors at the project level • With active support from senior team members manage projects and relationships • To provide advice on projects' deliverability, risks and critical success factors <p>Project Monitoring / Portfolio Management</p> <ul style="list-style-type: none"> • To monitor the financial and operational performance of projects in development and LCRCA financial commitments through regular monitoring. This requires financial and



operational analysis, communication with clients and stakeholders, reviewing external reports and summarising performance for review by senior team members

- To liaise with the Combined Authority's finance, legal, portfolio management and other teams on project performance and forecasts

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills so as to improve effectiveness and efficiency of service delivery
- To support the Development Team in contributing to the corporate management of the strategic risks facing the LCRCA
- To support the achievement of corporate efficiency targets and initiatives
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting non-discriminatory practices in all aspects of work undertaken

It must be understood that 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.

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.

4. Recruitment Plan

Competency Based Interview

PERSON SPECIFICATION

Job Title:

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Undergraduate degree with 2.1 Honours or equivalent	E	A
Postgraduate degree/training	D	A
Progress towards a professional accreditation, e.g. CFA, ACA, ICAEW, legal profession membership	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Extensive relevant professional experience in housing, regeneration or transport	E	A
Working effectively in a team (in this field, team work produces the best work)	E	A, I
Working in a fast paced environment, meeting deadlines and showing resilience	E	A, I
Building relationships around a shared objective	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to analyse and interpret economic / financial accounts to understand the financial standing of a project/company/proposition Ability to identify the market position and competitive advantages of a project/company/proposition	D	A, I
A good understanding of HMT Green Book, DfT WebTAG or RICS Red Book appraisal methodology	D	A, I
Ability to understand and commission economic impact assessment	D	A, I



Ability to synthesise information to generate clear reports and actionable summaries	E	A, I
Sensitivity to the political and social impacts of the team's projects and work	E	A, I
Ability to identify project risks and comment on their gravity	E	A, I

Personal Attributes	E = Essential D = Desirable	Identified By
Willingness to go the extra mile for the team	E	A, I
Conscientious, with attention to detail	E	A, I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority	D	I
Commitment to equal opportunities	E	A

Key to Assessment Methods:

I – Interview	A - Application
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