

ROLE DESCRIPTION

Job Title	Development Analyst
Salary Band	SCP 27-32
Reporting to	Development Associate
Directorate	Investment & Delivery
Service Area and sub area	Pipeline Coordination
Team	Development Team
Political Restriction	None

<p>1. Primary Purpose of the Post</p> <p>To work on a portfolio of major housing and regeneration projects, 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.</p>
<p>2. Your responsibilities</p> <p>Development and Financing of Projects</p> <p>To join area-based teams, supporting the development, assessment, and funding of projects in the Liverpool City Region by:</p> <ul style="list-style-type: none"> • Assessing the business case of proposed housing, transport and regeneration projects. • Providing analysis to support funding proposals. • Review financial models and analysis to support the Combined Authority's proposed financing. • Drafting (sections of) investment reports. • Supporting assessment of the economic, social, environmental and other impacts of projects under consideration (often led by third party experts). • Managing documents, reports, key correspondence and other materials related to projects under consideration. • 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. <p>Project Monitoring / Portfolio Management</p> <ul style="list-style-type: none"> • To monitor the financial and operational performance of projects and LCRCA financial commitments. 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.



Team Support

- To provide support managing the team's financial commitments, approval process, project pipeline, and team administration.

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 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: Development Analyst

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Undergraduate degree with 2.1 Honours or above.	D	A
Postgraduate degree/training	D	A

Experience and knowledge	E = Essential D = Desirable	Identified By
1 year or more relevant professional experience in housing, regeneration or transport	E	A, I
Working effectively in a team (in this field, teamwork produces the best work)	E	A, I
Working under pressure, meeting deadlines and showing resilience	E	A, I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to analyse and interpret economic / financial information to understand the financial standing of a project/company/proposition	E	A, I
Ability to identify the market position and competitive advantages of a project/company/proposition	D	A
Ability to produce straightforward financial models / projections / analyses in Microsoft Excel	D	A
Ability to identify project risks and comment on their gravity	D	A
Ability to synthesise information to generate clear reports and actionable summaries	E	A, I
Ability to write clearly and succinctly and to communicate effectively	D	A
Ability to understand how projects might impact local economies, people and environments	D	A
Sensitivity to the political and social impacts of the team's projects and work	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 the 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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