

## **ROLE DESCRIPTION**

|                                  |                                                 |
|----------------------------------|-------------------------------------------------|
| <b>Job Title</b>                 | Senior Investment manager (Commercial)          |
| <b>Salary Band</b>               | SCP51-55 (£73,019-£81,918)                      |
| <b>Reporting to</b>              | Andy Devaney – Assistant Director of Investment |
| <b>Directorate</b>               | Investment and delivery                         |
| <b>Service Area and sub area</b> | Investment                                      |
| <b>Team</b>                      | Investment                                      |
| <b>Political Restriction</b>     | Yes                                             |

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| <b>1. Primary Purpose of the Post</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ol style="list-style-type: none"> <li>1. To lead on the development and commercial financing of projects in the Liverpool City Region, supporting the Assistant Director of Investment in delivering the Combined Authority's ambitious SIF Investment Strategy, Plan for Prosperity and Corporate Plan.</li> <li>2. To identify, develop and manage commercial 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.</li> <li>3. To lead deal teams comprising Investment, Policy, Finance, Legal and PMO team representatives (and external consultants), in consultation with relevant Growth Platform and/or Local Authority colleagues.</li> <li>4. To manage the team as a constituent member of the shared leadership of the Investment Team.</li> </ol>                                                                                                                                                                                                                                                                                                                                                          |
| <b>2. Your responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <p><b>Securing Finance for Investment</b></p> <p>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, Urban Development Fund, and other loan and equity investment instruments. This is an exciting opportunity to support LCRCA maximise the commerciality of the projects it supports, and in this post you will lead on proposals to also deploy a proportion of the CA's devolved funding into Single Pot Revolving Investment Fund (SPRIF), an "evergreen" recyclable "fund of funds" that can continually be reinvested in projects.</p> <p>Key responsibilities</p> <ul style="list-style-type: none"> <li>• Structure an evergreen "fund of funds" to maximise commercial potential of devolved funding, reducing reliance on grant support.</li> <li>• Develop and finance priority economic development projects into delivery.</li> <li>• 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.</li> </ul> |

- Structure project funding for Combined Authority's investments, particularly around senior debt instruments. Our instruments also include 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. The structure will balance financial returns and our mandate to generate economic growth, resilience and sustainability.
- Structure and negotiate legal documentation (including governance and operational agreements) and oversee the release of Combined Authority funding to the project after satisfactory release of conditions etc.

To support this, the candidate will also be required to:

- Consider the range of appropriate means to support delivery of projects, including close collaboration with Senior Investment Managers leading grand funded propositions.
- 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, investible 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 and present investment paper submissions and reports to Combined Authority investment panel(s) and Combined Authority Meetings.
- Draft and present briefings and updates to fora including but not limited to LCR Growth Directors, LCR Chief Executives and LCR Leaders & Mayors.
- Attending ad hoc meetings with the Metro Mayor including preparing briefings.
- 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.

### **Project Monitoring / Portfolio Management**

- Lead & manage deal 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 financing 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 sectors.
- To represent the Combined Authority in public and private gatherings at a regional and national level.

### **Stakeholder Engagement**

- To support the communication of the team's 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 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 team's shared management team.
- To train and help develop team members, including intensive line management responsibilities.
- To identify opportunities for self-development.

*Please note that our typical deal teams comprise a lead member (Investment Manager), junior members (Associate/Analyst), an accountable senior member (this role), colleagues from supporting teams and external consultants/advisors.*

### **3. General Corporate Responsibilities**

- To support the implementation of the City Region's Devolution agreement, Corporate Plan, Economic Recovery Plan and wider strategic priorities
- Working with other members of Combined Authority Leadership team to make open, honest and effective corporate management decisions within the Combined Authority's formal governance structure
- To contribute to the preparation of business plans and take responsibility for the achievement of specific workstreams
- Provide leadership by communicating the vision and interpreting and providing direction for policies, standards and systems
- To contribute to the corporate management of the strategic risks facing the LCRCA
- Promote corporate efficiency targets and initiatives
- Promote understanding of and adherence to the Combined Authority's core values by modelling appropriate behaviours and encouraging others to do likewise
- Promote and encourage continued improvement in service quality and efficiency
- 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

Every Combined Authority employee has a responsibility to ensure that their work complies with all statutory requirements, Standing Orders and Financial Regulations. Employees are also required undertake all work functions 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.



## PERSON SPECIFICATION

**Job Title:** Senior Investment Manager, Commercial

| Criteria                                                                                                                                                                              |                                |               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Qualifications and Training                                                                                                                                                           | E = Essential<br>D = Desirable | Identified By |
| Degree or equivalent                                                                                                                                                                  | E                              | A             |
| Membership of a recognised and relevant professional body relating to real estate, law, management, investment , or finance (e.g. RICS, CFA, ACA, ICAEW, legal profession membership) | D                              | A             |
|                                                                                                                                                                                       |                                |               |

| Experience and knowledge                                                                                                                                                                                                                                                                                                                                                                                                                   | E = Essential<br>D = Desirable | Identified By |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------|
| Significant experience of: <ul style="list-style-type: none"> <li>- assessing project proposals with a view to their development/financing</li> <li>- providing and/or advising on investment into complex projects</li> <li>- identifying capital structures appropriate for a given project</li> <li>- conducting due diligence into a proposed project</li> <li>- negotiating legal terms for project development/investment</li> </ul> | E                              | A I           |
| Existing sectoral expertise (e.g. property or corporate finance) and ability to grow that expertise into new sectors with the support of the team                                                                                                                                                                                                                                                                                          | D                              | A I           |
| Significant experience of working to a senior committee/board/group, including in the preparation of reports and supporting materials on proposed projects                                                                                                                                                                                                                                                                                 | E                              | A I           |
| Experience of working in a regional market and/or in a regeneration context                                                                                                                                                                                                                                                                                                                                                                | D                              | A I           |
| Experience of leading project/deal teams, providing direction and managing the performance of junior team members*                                                                                                                                                                                                                                                                                                                         | E                              | A I           |
| Experience of building effective working relationships with a range of stakeholders                                                                                                                                                                                                                                                                                                                                                        | E                              | A I           |
| Experience of supporting operational improvement and performance improvement through positive engagement                                                                                                                                                                                                                                                                                                                                   | D                              | A I           |



| <b>Skills, abilities and personal attributes</b>                                                                                                         | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| Ability to request, analyse and interpret complex information and to use judgement in assessing a project's viability                                    | <b>E</b>                               | <b>A I</b>           |
| Highly numerate and able to draft and/or review financial projections                                                                                    | <b>E</b>                               | <b>A I</b>           |
| Ability to manage contracts and consultants                                                                                                              | <b>E</b>                               | <b>A I</b>           |
| Ability to read and interpret financial statements and to analyse the financial standing of a project/company/proposition                                | <b>E</b>                               | <b>A I</b>           |
| Ability to assess a project/company/proposition within its market context                                                                                | <b>E</b>                               | <b>A I</b>           |
| Ability to draft and/or review market, operational and economic analyses in respect of a proposed project (often with support from external consultants) | <b>E</b>                               | <b>A I</b>           |
| Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance*                  | <b>E</b>                               | <b>A I</b>           |
| Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way                      | <b>D</b>                               | <b>A I</b>           |
| Ability to defend the Combined Authority's position in high profile and complex investment contexts, demonstrating resilience                            | <b>D</b>                               | <b>A I</b>           |
| Ability to maintain numerous workstreams (financial, legal, technical etc) on a single project to assure smooth progress through the approval process    | <b>E</b>                               | <b>A I</b>           |

| <b>Personal Attributes</b>                                                                                                                                | <b>E = Essential<br/>D = Desirable</b> | <b>Identified By</b> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|----------------------|
| Positive, flexible and responsive, with a dynamic and creative approach to problem solving                                                                | <b>D</b>                               | <b>A I</b>           |
| Excellent negotiation, listening and relationship building skills                                                                                         | <b>E</b>                               | <b>A I</b>           |
| A good understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships | <b>D</b>                               | <b>A I</b>           |
| Understanding of government policies and their application to the Combined Authority's priority areas                                                     | <b>D</b>                               | <b>A I</b>           |



|                                                                                          |          |            |
|------------------------------------------------------------------------------------------|----------|------------|
| A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority | <b>D</b> | <b>A I</b> |
| Commitment to providing high quality client service                                      | <b>E</b> | <b>A I</b> |
| Commitment to equal opportunities                                                        | <b>E</b> | <b>A I</b> |

**Key to Assessment Methods:**

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|-----------------|
| A - Application |
| I – Interview   |