ROLE DESCRIPTION

Job Title	Investment Manager (Land & Property)
Salary Band	SCP44-50 (£59,311-£70,405)
Reporting to	Daniel Bimpson
Directorate	Investment and delivery
Service Area and sub area	Investment - Place
Team	Investment
Political Restriction	Yes

1. Primary Purpose of the Post

To lead project teams, to identify, assemble and develop Place & Infrastructure projects (i.e. interventions, whether physical, financial, operational or any combination of these) that will generate economic growth and social value in the Liverpool City Region.

2. Your responsibilities

- Convene interested parties to assemble concepts into deliverable, fundable projects
- Engage with project sponsors at an early stage to understand the project, 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.
- Support emerging propositions with pre-development work, where appropriate, influencing an appropriate scope, budget and timescale for completion of any such work funded by LCRCA.
- Prepare investment papers from pipeline entry through business case stages (SOC, OBC, FBC) to final CA board approval. This will follow our assurance process as published in our investment strategy, and will include presentation of projects to Delivery Board and Investment Panels.
- Identify project diligence requirements and conduct/oversee that diligence through a combination of in-house and external resources.
- Actively manage and monitor overage, reappraisal, revenue-sharing and any similar commercial clauses in executed land & property grant funding agreements.

In executing the above responsibilities, the role would also include a requirement to:

- Engage with businesses, public authorities, third sector organisations, investors, stakeholder/membership groups and colleagues to identify new project opportunities
- Structure the Combined Authority's funding, typically with a focus on repayable and non-repayable capital grant funding. Our instruments also include debt, equity, and guarantees.
- In collaboration with CA legal officers, assist with or lead the negotiation of legal documentation

- In collaboration with CA finance officers, oversee the release of Combined Authority funding to the project after satisfactory release of conditions.
- In collaboration with CA PMO officers, assist 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.
- Identify opportunities to replicate, adapt and apply successful development approaches in other places to the Liverpool City Region

3. General 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.

4. Recruitment Plan

Competency Based Interview
Assessment

LIVERPOOL CITY REGION COMBINED AUTHORITY

METRO MAYOR LIVERPOOL CITY REGION

PERSON SPECIFICATION

Job Title: Investment Manager (Land & Property)

Criteria		
Qualifications and Training	**E = Essential D = Desirable**	**Identified By**
1. Relevant undergraduate degree (e.g. surveying, planning, human geography, other built environment discipline), or equivalent experience*	**E**	**A**

Experience and knowledge	**E = Essential D = Desirable**	**Identified By**
2. Relevant professional experience of publicly funded capital project development and delivery*	**E**	**A I**
3. Experience of: - assessing project proposals with a view to their development and financing* - providing and/or advising on public sector investment into projects* - overseeing due diligence and negotiating terms for project development/investment, with specialist support*	**E**	**A I**
4. Experience of leading project/deal teams, providing direction and managing the performance of junior team members*	**E**	**A I**

Skills and abilities	**E = Essential D = Desirable**	**Identified By**
Understanding of the UK planning and development environment in respect of land and property projects*	**E**	**A I**
Knowledge and understanding of the five-case Business Case approach and HMT Green Book approach to economic appraisal*	**E**	**A I**
Experience of property development and/or property investment appraisals	**D**	**A I**

Opportunistic and entrepreneurial flair, including the ability to identify regeneration opportunities in a changing market, across sectors*	**E**	**A I**
Project management skills to structure project assembly and passage through approval thresholds*	**E**	**A I T**
Ability to request, analyse and interpret complex information and to deploy sound judgement in assessing a project*	**E**	**A I T**
Ability to manage contracts and consultants*	**E**	**A I**
Ability to read and interpret economic appraisals and to analyse the economic impact of a proposition	**D**	**A I T**
Ability to engage with senior decision makers from business, local government officers and the third sector on projects of strategic importance*	**E**	**A I**
Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way*	**E**	**A I T**
Positive, flexible and responsive, with a dynamic and creative approach to problem solving*	**E**	**A I**
Good negotiation, listening and relationship building skills*	**E**	**A I**
Some understanding of the Liverpool City Region devolution agreement, local government, central government and their roles, structures and relationships	**D**	**A I**

Personal Attributes	**E = Essential D = Desirable**	**Identified By**
Self-starting, team player and highly-motivated*	**E**	**A I**
Conscientious and organised, with attention to detail*	**E**	**A I**
Commitment to equal opportunities*	**E**	**A I**

Core Behavioural Competencies	**E = Essential D = Desirable**	**Identified By**
Dedication to making a difference at work, with a passion for improving the lives of the residents of Liverpool City Region*	**E**	**A I**

Key to Assessment Methods:

KO – Knockout question	A - Application	P – Presentation	T - Test
FQ – Filter Question	I – Interview	E – Exercise	AC – Assessment