

JOB DESCRIPTION

Job Title	Investment [Manager/Director]
Salary Band	£74,144 to £83,461
Reporting To	Director of Commercial Development and Investment
Political Restriction	tbc

1. Primary Purpose of the Post

To lead the Combined Authority's financing of projects in the Liverpool City Region, delivering its ambitious investment strategy. To use commercial best practice in backing projects that generate financial returns, economic growth, and social and environmental benefit.

2. Key Role Specific Responsibilities

Provision of Finance

- To assess early stage financing opportunities to establish their viability, deliverability and potential impact/benefit, progressing the most promising
- To identify due diligence requirements and manage teams in performing and analysing that diligence
- To assess projects' market, financial, operational and economic credentials, and risks. This will include the preparation/review of financial analysis and projections as well as economic appraisals
- To structure the Combined Authority's financial commitments, including the offering of debt, equity, guarantees and grant funding on a commercial and sub-commercial basis. The structure will balance financial returns and our mandate to generate economic growth and resilience, and quality of life
- To draft submissions to the investment committee and present your projects to the committee's meetings
- To negotiate legal documentation and oversee the release of Combined Authority funding to the project after satisfactory release of conditions etc.

Project Monitoring / Portfolio Management

- To oversee the financial and operational performance of projects and LCRCA financial commitments through regular monitoring.
- To lead and oversee team members in monitoring activities

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

- 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
- To explain and substantiate the decisions reached on projects, requiring clarity and resilience

Continuous Improvement and Team Development

- To identify opportunities to improve the team's operations, strategy and outcomes
- To train and help develop team members
- To identify opportunities for self-development

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities
- Working with other members of LCRCA Leadership team to make open, honest and effective corporate management decisions within the LCRCA'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

4. General Managerial Level Responsibilities

- To support the Director of Commercial Development and Investment in leading the Directorate to develop a performance-driven culture through the accountability of the lead officers allocating resources, managing risks, monitoring and review and providing leadership and inspiration to deliver service excellence
- To share and communicate a clear understanding of the LCRCA priorities across the Directorate

- Ensure the development, provision and analysis of high quality management information and documentation that is timely, accurate and meaningful
- Recruit, select, appraise and develop staff in accordance with the LCRCA's policies and procedures
- Create a positive learning and working environment through delegation, mentoring and coaching of staff and through the identification of training and development needs
- Develop the LCRCA's commitment to equal opportunities and promote non-discriminatory practices in all aspects of work undertaken
- Maximise the private sector venture, business and other funding to the City Region, relevant to the portfolio
- Support the scrutiny process established by the LCRCA
- Encourage a culture of continuous improvement to develop an outstanding service, where value for money and best value are delivered and innovation and enterprise flourish
- Promote strong, direct and effective communication and involvement with all stakeholders
- Promote the work of the LCRCA and LCR locally and nationally
- Support the Combined Authority's commitment to equal opportunities and promote 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.

PERSON SPECIFICATION

SERVICE AREA: Liverpool City Region Combined Authority
Commercial Development and Investment
Directorate

JOB TITLE: Investment Manager

GRADE: £74,144 to £83,461

Note to Applicants. Essential criteria are marked with ‘ * ‘. All other criteria are desirable.

CRITERIA	KNOWLEDGE AND SKILLS
Qualifications and Training	<ol style="list-style-type: none"> 1. Degree or equivalent.* 2. Postgraduate degree related to business, finance, law or management (e.g. MBA) 3. Membership of a recognised and relevant professional body (e.g. CFA, ACA, ICAEW, legal profession membership)
Experience	<ol style="list-style-type: none"> 4. Significant experience of: <ul style="list-style-type: none"> - assessing project proposals with a view to their development/financing* - providing and/or advising on investment into complex projects* - identifying capital structures appropriate for a given project* - conducting due diligence into a proposed project* - negotiating legal terms for project development/investment* 5. Existing expertise in one sector (e.g. property or corporate finance) and ability to grow that expertise into new sectors with the support of the team 6. Significant experience of working to a senior committee/board/group, including in the preparation of reports and supporting materials on proposed projects* 7. Experience of working in a regional market and/or in a regeneration context 8. Experience of leading project/deal teams, providing direction and managing the performance of junior team members* 9. Experience of building effective working relationships with a range of stakeholders (including from the public sector if possible) 10. Experience of supporting operational improvement and performance improvement through positive engagement
Skills/Abilities	<ol style="list-style-type: none"> 11. Ability to request, analyse and interpret complex information and to use judgement in assessing a project’s viability* 12. Ability to draft and/or review financial projections* 13. Ability to read and interpret financial statements and to analyse the financial standing of a project/company/proposition* 14. Ability to assess a project/company/proposition within its market context*

	<ul style="list-style-type: none"> 15. Ability to draft and/or review market, operational and economic analyses in respect of a proposed project (often with support from external consultants)* 16. Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance* 17. Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way 18. Ability to defend the Combined Authority's position in high profile and complex investment contexts, demonstrating resilience 19. Ability to maintain numerous workstreams (financial, legal, technical etc) on a single project to assure smooth progress through the approval process* 20. Positive, flexible and responsive, with a dynamic and creative approach to problem solving 21. An understanding of the Liverpool City Region devolution agreement, local government, central government and their roles structures and relationships 22. Understanding of government policies and their application to the Combined Authority's priority areas
Commitment	<ul style="list-style-type: none"> 23. A personal commitment to the Vision and Aims of Liverpool City Region Combined Authority 24. Commitment to providing high quality client service 25. Commitment to equal opportunities*