



Job Description

Job Title:	Manager – Housing Property and Regeneration - Grants
Directorate/Team:	Housing, Property and Regeneration
Location:	16 Summer Lane, Birmingham
Responsible to:	Senior Development Manager – Housing Property and Regeneration
Responsible for:	-
Key working relationships: (internal)	WMCA functional teams including Programme Assurance, Finance, Legal, Approval Boards
Key working relationships: (external)	Local authorities and stakeholder forums within the WMCA, private sector investors/developers, property professionals and Registered Providers.

Purpose of the Post

Supporting the team's business development activities with Local Authorities, Developers, Housebuilders and the wider market, in order to build a strong pipeline of suitable projects, which will deliver outcomes in line with the funds' objectives.

Providing support for colleagues within the HPR delivery team; including advice on technical development matters and grant structuring considerations.

Identifying and assessing appropriateness and amount of grant based on agreed fund parameters and demonstrated need.

Assessing risks to the project and making decisions and recommendations as appropriate.

Personally, negotiating and delivering grant funding housing and regeneration projects.

Building strong, collaborative working relationships with internal and external stakeholders to accelerate delivery and ensure the efficient and timely allocation of the funds.

Accountabilities

Ensuring deployment of grant funding in line with the timescales and parameters of the various devolved funds managed by WMCA. Ensuring the delivery and/or acceleration of new housing and regeneration projects, where scheme viability is challenging and/or investment is not readily available elsewhere.

Playing a role in the team's Business Development activity, engaging regularly with Local Authorities and also facing into the private sector market.

Ensuring robust appraisal of schemes and active management of the opportunity pipeline through to completion.

Dealing with complex development matters and/or grant structuring considerations to ensure the proposed solution addresses the problem commercially and with minimal risk.

Negotiating with grant applicants to achieve best value for the public purse.

Ensuring that risks are effectively understood, managed and reported, ensuring compliance with all relevant Assurance processes.

Working closely with internal stakeholders e.g. Finance, Legal & PAA, to enable smooth and efficient delivery.

Proactive intervention where projects do not perform in line with plan, where necessary negotiating changes and obtaining necessary change request approvals.

Delivering own objectives and supporting colleagues in the delivery of team targets.

Responsibilities

Strategic

- Ensuring monies are deployed efficiently in line with the funds aims and that the desired outcomes are achieved e.g.: numbers of new homes built.
- KPIs will be reviewed and updated each year in line with Annual Business Plan, as a guide the Manager is expected to personally deliver at least 4 signed contracts per annum which should deliver a minimum total of 200 new homes.
- Raising and enhancing the reputation of WMCA with partners, stakeholders and within the wider marketplace.
- Contributing to, and taking responsibility for elements of, the team's Business Development Plan.
- Ensuring risk is understood and well managed; working in line with the Single Assessment Framework and ensuring compliance with the WMCA Constitution, and sound financial, legal and commercial principles.
- Supporting the corporate aims and objectives of the WMCA business plan.

People

- Building strong collaborative relationships with strategic partners, delivery partners and key internal and external stakeholders.
- Providing knowledge sharing and support to colleagues.

Operational

- Driving own activity, in order to source and identify new opportunities that can then be managed from concept all the way to a signed funding agreement and thereafter to delivery.
- Responsible for ensuring timescales and milestones are being met and overseeing the progress of projects through the various approval points.
- Ensuring robust due diligence, risk appraisal, design and wider commercial appraisal and assessments and thorough funding agreement negotiations on all schemes.
- Supporting effective Health and Safety management, including adherence to the relevant and current legislation and providing visibility to senior management of any issues of note.

Financial

- Working collaboratively with Finance colleagues and Programme Manager to ensure spend is accurately recorded, forecast and profiled.
- Ensuring robust management audit and risk controls are met.
- Understanding and managing the financial risks in a development project and how any grant solution will interface with these to address market failure in a commercial, cost efficient and risk aware manner.
- Negotiating a suitable grant amount and applicant profit level, based on factors including Availability of Finance, Project Risk Profile, Risk to Applicant, Time, Return on Equity etc.

Other

- Deputising for the Senior Development Manager as required.
- Undertaking such tasks as may reasonably be expected commensurate with the scope and level of the role.

Person Specification

Candidates/post holders will be expected to demonstrate the following:	Essential / Desirable		How Evidenced?		
Experience	E	D	A	I	T
Specific experience working within residential and commercial real estate markets	X		X		
Extensive detailed experience in origination, appraisal and delivery of complex real estate funding interventions (e.g.: Loans, Equity or Grants)	X		X		
Experience in creating business cases to support projects	X		X		
Experience working within a Financial Institution, a Government Agency or a similar complex organisation		X	X		
Skills / Knowledge	E	D	A	I	T
Good communication, presentation, negotiation and influencing skills		X	X	X	
Good Business Development skills		X	X	X	
Can act as a Subject Matter Expert with regard to Real Estate interventions		X		X	
A wide understanding and appreciation of risk and a structured approach to ensure that risk is properly understood and managed effectively	X			X	
Able to deliver results through collaboration with multiple stakeholders with differing priorities	X			X	
Able to deliver at pace to achieve required outcomes against challenging timeframes	X			X	
A strong desire to deliver interventions that will positively change people's lives in the region		X		X	
Knowledge of how government funding streams work		X		X	
Understanding of the elements that make up a development appraisal, including the variables and risks and variables.	X			X	
Basic understanding of the key drivers in assessing the appropriate level of grant and developer return including, types and availability of funding packages, risk vs reward, time and developer return on equity.	X			X	
Basic understanding of discounted market housing e.g. social and affordable	X				
Qualification / Education / Training	E	D	A	I	T
Degree in a relevant subject or equivalent professional experience in a Financial Institution or similar	X		X	X	
Professional membership of RICS or relevant experience in Real Estate funding sector	X		X	X	

Key: **A** = Application, **I** = Interview, **T** = Testing/Assessment

Core Expectations

Health, Safety & Wellbeing	All employees have a duty to take reasonable care for the health, safety, and wellbeing of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer so far as is necessary to enable it to successfully discharge its own responsibilities in relation to health, safety, and wellbeing.
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Equality & Diversity	Promote and champion equality and diversity in all aspects of the role.
Learning & Development	Participate in and take responsibility of any learning and development required to carry out this role effectively.
Performance Management	Actively engage in the performance management process and take responsibility for managing performance outcomes.
GDPR	Ensure the reasonable and proportionate protection, processing, sharing, and storing of WMCA information in accordance with the relevant legislation, corporate policies, and in the best interests of the data subjects (Data Protection/GDPR), the WMCA, our partners, and the West Midlands, in all aspects of the role.
Adherence to Policies	Be aware of and comply with all organisation policies.
Other	There may be a requirement to work outside normal office hours on occasion, including a requirement to work within stakeholder and partner offices within the WMCA constituent area.

Values

Our culture is underpinned by what we do and how we do it. Our behaviours outline the ways we need to work to deliver success, become truly inclusive, and make the organisation somewhere where everyone can give their best contribution.

Value	Competency	Behaviour
Collaborative	Team Focussed	Works as part of team, managing and leading.
	Service Driven	Customer, resident, and partner focussed.
Driven	Empowered & Accountable	Takes ownership and leads when needed.
	Performance Focused	Ambitious and going the extra mile.
Inclusive	'One Organisation' Mindset	Believe in each other's expertise.
	Open & Honest	We do what we say we are going to do.
Innovative	Forward Thinking	Embrace change and open to new possibilities.
	Problem Solving	Go for clear and simple whenever possible.

Additional Post Requirements

Essential Car User		Politically Restricted Post		Disclosure and Barring Service (DBS)				Vetting	
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Basic <input type="checkbox"/>	Standard <input type="checkbox"/>	Enhanced <input type="checkbox"/>	None <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Job Evaluation Details

Date Evaluation Agreed	Job Family	Level/Grade	JEP Reference