

Job Description

Post Title: Investment Manager

Directorate: Finance and Business Hub

Reports to: Head of Structuring - Investment

Direct Reports: 0

Key Relationships: All directorates across the WMCA, Project sponsors at each of the authorities, ad-hoc liaison with private sector

Role Purpose

Providing support and expert advice to assist in developing ideas that are put forward by colleagues. Originating ideas that form projects in conjunction with team colleagues and with colleagues across the organisation. Working with other Directorates and relevant external fund manager to maximise contact points of the WMCA throughout the ecosystem and join its investment activities in innovative companies. Support internal and external project leads to ensure projects are maximising benefits and minimising cost.

Responsibilities

- Provide support and expert advice from development of ideas to identification of potential problems, or the formation of a business case that will turn the idea into a deliverable reality
- Assess opportunities to increase the commercial appeal of a project to reduce costs or increase benefits
- Support the WMCA directorates to deliver their long-term strategy for the region, matching public and private sector potential investments to benefit both people and businesses of the region
- Conduct analysis of existing and new projects, considering how they may be adapted to gain support from the private sector which would encourage new investment or to present a commercial view of the likely chances of success/ adoption
- Generate, research and develop new ideas, from both you and the team, which will provide evidenced solutions to the issues facing the Region whilst maintaining a commercial focus on how these ideas may be funded
- Basic modelling of costs and returns associated with ideas when relevant
- Develop and produce clear Business Cases articulating the issue, solution, financial and legal implications (with input from colleagues), delivery mechanism and risks associated
- End to End involvement with multiple projects, from ideation to sourcing the investor/funding and negotiating legal aspects and delivery. As a team, you will need to be willing to work to your strengths in support of the projects as a whole
- Monitor cost, risks and benefits for projects
- Build relationships with potential investors, central government funding sources and other key stakeholders across the public and private sector

Person Specification

<i>Please specify (X) whether the experience required is Essential (E) or Desirable (D)</i>			Assessment Method		
Experience	E	D	App*	Int**	Other***
Experience of ideation and delivery of commercial projects across multiple sectors	X		X	X	
Proven experience of detailed research and clear display of analytical thinking and attention to detail	X		X	X	
Experience of working with multi-disciplinary, professional teams and applying clear communication and prioritisation	X		X	X	
Sector experience in at least one area that the Combined Authority supports – housing; land and property; infrastructure; transport; business finance; research, innovation and commercialisation; skills; social investment		X	X	X	
Skills/Knowledge/Abilities	E	D	App	Int	Other
Proven ability to write and understand a public sector business plan or business case	X		X	X	
Knowledge of private sector investment or public sector funding	X		X	X	
Excellent written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way	X		X	X	
A highly motivated individual with ability to be self-starting but also a team player	X		X	X	
Ability to produce clear and concise reports, with attention to detail	X		X		
A basic understanding and application of cashflows and modelling utilising this data	X		X	X	
Ability to work under pressure and adhere to tight deadlines	X		X	X	
Innovative thinking	X		X	X	
Some understanding of the WMCA devolution deal, local government, central government and their roles, structures and relationships		X	X	X	
Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance	X		X		
Ability to collate, request, analyse and interpret complex information and to deploy sound judgement in assessing a project	X		X	X	
Ability to appraise projects, particularly in the area of commercial viability, applying analytical thinking	X			X	
Qualifications/ Professional Memberships	E	D	App	Int	Other
Educated to degree level, preferably in a relevant field		X	X		

* Application

** Interview

*** Details will be shared at interview stage

Core Expectations

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 Focused	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.

Health and Safety

All employees have a duty to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work; and co-operate with their employer as far as is necessary to enable it to successfully discharge its own responsibilities in relation to health and safety.

Equality and Diversity

To promote and champion equality and diversity in all aspects of the role

Learning and Development

To participate in and take responsibility of any learning and development required to carry out this role effectively.

Performance Management

To actively engage in the performance management process and take responsibility for managing performance outcomes.

GDPR (General Data Protection Regulation)

To 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.

Other

There may be a requirement to work outside normal office hours on occasion to meet work deadlines, give presentations, attend meetings etc., including a requirement to work within stakeholder and partner offices within the WMCA Constituent area on a regular basis