**Job Description**

**Post Title:** Investment Development Manager

**Directorate:** Finance and Business Hub

**Reports to: Head of Structuring - Investment**

**Direct Reports:** 0

**Salary Band:**

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

**Role Purpose**

Design, develop and implement new commercial propositions in line with WMCA strategy which maximise benefits, minimise cost and collaborate with the private sector. Providing support and expert advice in developing ideas that are put forward by colleagues. Taking the lead to originate ideas that form projects in conjunction with team colleagues and with colleagues across the organisation. Working with other Directorates and their projects to maximise contact points of the WMCA with external organisations – an example being working with our external fund manager to forge links with ecosystem organisations, connecting its investment activities in innovative companies.

**Responsibilities**

* 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
* Taking the lead to generate, research and develop new ideas that provide evidenced-based solutions to the issues facing our Region, whilst maintaining a commercial focus on how these ideas may be funded and brought to market
* Assess opportunities (either ideated via WMCA Directorates or by external parties) 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, often taking the lead matching public and private sector potential investments to benefit both people and businesses of the region
* 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
* 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
* Basic modelling of costs and returns associated with ideas when relevant
* Following project ideation, develop and produce the supporting Business Cases, clearly articulating the issue, solution, financial and legal implications (with input from colleagues), delivery mechanism and risks associated
* 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**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *Please specify (X) whether the experience required is Essential (E) or Desirable (D)* | | | **Assessment Method** | | |
| **Experience** | E | D | App\* | Int\*\* | Other\*\*\* |
| Experience of generating commercially viable, multi-agency projects spanning multiple sectors from the ground up | 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 |  |
| Project development and management skills | 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 simultaneously work with a variety of public and private partner organisations | 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