



JOB DESCRIPTION

Job Title	Housing Development Associate
Salary Band	SCP 37 - 40
Directorate / Service	Investment and Delivery
Responsible To	Housing Development Manager
Responsible For	Housing Graduate / apprentice
Political Restriction	This role is politically restricted
Contract	Permanent

1. Primary Purpose of the Post

To work on housing projects and investments that will generate economic growth, social, financial and wellbeing benefits, whether in relation to new and affordable housing delivery, or decarbonisation of existing buildings.

This role provides an opportunity to make a positive impact on the lives of residents across the City Region and wider; with many projects also contributing to climate action and Net Zero targets.

2. Key Role Specific Responsibilities

Development and Financing of Projects

- To support the assessment, preparation and funding of housing projects in the Liverpool City Region by:
 - Assessing proposed housing delivery projects with partners (particularly Local Authorities and government agencies) and stakeholders (including Registered Providers, Private Developers and Community Led Housing)
 - Providing housing market and sector analysis and expertise to support funding proposals
 - Generating financial projections and analysis to support the Combined Authority's proposed financing
 - Drafting Full Business Case reports, as required
 - Supporting assessment of the economic, social, environmental and other products of housing projects under consideration (mostly led by third party experts)
 - Managing documents, reports, key correspondence and other materials related to projects under consideration
 - Understanding of Green Book methodology and setting proportionality on a project-by-project basis
 - Other tasks identified by the project leader in managing housing delivery in the Liverpool City Region
 - Supporting the procurement, selection and contracting of third-party contractors or consultants at the project level
 - Providing active support to senior team members, to manage projects and relationships
 - To provide advice on projects' deliverability, risks and critical success factors

Project Monitoring / Portfolio Management

- To monitor the financial and operational performance of housing projects and LCRCAs financial commitments through regular monitoring. This requires financial and operational analysis, communication with clients and stakeholders, reviewing external reports and summarising performance for review by senior team members

- To liaise with the Combined Authority's finance, legal, portfolio management and other teams on project performance and forecasts

3. General Corporate Responsibilities

- To support the implementation of the City Region's Devolution agreement and wider strategic priorities
- To participate in all aspects of training and development as directed and to use all relevant learning opportunities to improve personal skills to improve effectiveness and efficiency of service delivery
- To support the Housing Delivery Team in contributing to the corporate management of the strategic risks facing the LCRCA
- To support the achievement of corporate efficiency targets and initiatives
- To ensure the Combined Authority's commitment to equal opportunities and is demonstrated through promoting 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

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Note to Applicants.

Essential criteria are marked with *. All other criteria are desirable.

	CRITERIA	METHODS OF ASSESSMENT
Qualifications and Training	1. A subject relevant degree or equivalent or considerable experience within relevant housing areas e.g. new housing delivery / decarbonisation of homes* 2. Postgraduate degree / training 3. Progress towards a professional accreditation	A A A
Experience	4. Significant professional experience within the housing industry * 5. Working effectively in a project team and with active support from senior team members, to manage projects and relationships * 6. Working under pressure, meeting deadlines and showing resilience 7. Building relationships around a shared objective	A/I A/I A/I/P A/I
Skills/Abilities	8. Ability to analyse and interpret economic / financial / social data to assess or monitor projects or proposals * 9. Sector expertise in an area of relevance for the housing team 10. Ability to identify the market position and competitive advantages of a project/company/proposition 11. A good understanding of HMT Green Book methodology 12. Ability to produce straightforward financial models / projections / analyses in Microsoft Excel * 13. Ability to understand and commission economic impact assessment 14. Ability to identify project risks and comment on their gravity 15. Ability to synthesise information to generate clear reports and actionable summaries * 16. Ability to write clearly and succinctly and to communicate effectively * 17. Ability to establish priorities and communicate pressing issues to team members and clients 18. Sensitivity to the political, environmental and social impacts of the team's projects and work *	A/I A/I A/I A/I A/I A/I A/I A/I/P A/I/P A/I A/I

Key to Assessment Methods: I – Interview, P – Presentation, A – Application.