

ROLE DESCRIPTION

Job Title	Investment Manager
Salary Band	SCP 44-50
Reporting to	Senior Investment Manager
Directorate	Investment and Delivery
Service Area and sub area	Investment
Team	Investment team
Political Restriction	No

1. Primary Purpose of the Post
To lead major business growth, innovation and people and skills investments that will generate economic growth, wellbeing dividends and financial returns in the Liverpool City Region Combined Authority's Investment Team. To make a difference at work.
2. Your responsibilities
<p>To lead project teams, to identify, structure and fund business growth and innovation projects in the Liverpool City Region. They will cover the following activities:</p> <ul style="list-style-type: none"> • Engage with businesses, public authorities, third sector organisations, investors, stakeholder/membership groups and colleagues to identify new project opportunities • Convene interested parties to assemble concepts into deliverable, fundable projects • Engage with project sponsors at an early stage to understand their project's nature, key features, viability and deliverability, and engaging Combined Authority policy and analysis colleagues to understand its potential economic impact • When appropriate, support the sponsor in identifying a deliverable structure and route for the project. • Draft investment papers from outline business case to final board approval (following our assurance process as published in our investment strategy), and present those submissions to the investment panel • Identify project diligence requirements and conduct/oversee that diligence through a combination of in-house and external resources. • Structure the Combined Authority's funding. Our instruments include debt, equity, guarantees and grant funding on a commercial and sub-commercial basis, and the terms we offer depend on the sector, funds available and project specifics. • Assist with or lead the negotiation of legal documentation and oversee the release of Combined Authority funding to the project after satisfactory release of conditions etc. • Support colleagues in overseeing the financial and operational performance of signed projects and LCRA financial commitments through regular monitoring • General corporate, team and department management responsibilities commensurate with the seniority of this role. <p>Please note that our typical team comprises a lead member (this role), junior members, an accountable senior member, colleagues from supporting teams and external consultants/ advisors.</p>



3. General Corporate Responsibilities

Every Combined Authority 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.

4. Recruitment Plan

Shortlisted applicants will be invited to complete a short assessment followed by an interview. Interviews will take place mid-June.

PERSON SPECIFICATION

Job Title: Investment Manager

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
Relevant undergraduate degree or equivalent professional experience	E	A

Experience and knowledge	E = Essential D = Desirable	Identified By
Extensive relevant professional experience, preferably in a business, innovation, finance or economic development environment	E	A
Assessing project proposals with a view to their development and financing	E	A
Building and strengthening external partnerships with key stakeholder and organisations	E	A/I
Experience of leading project/deal teams, providing direction and managing the performance of junior team members	E	A/I
Conducting due diligence and negotiating legal terms for project development/investment	D	I

Skills and abilities	E = Essential D = Desirable	Identified By
Ability to request, analyse and interpret information from a variety of sources and to deploy sound judgement in assessing a project	E	I
Ability to assess a project/company/proposition within its market context	E	A/I
Ability to engage with senior decision makers from business, local government and the third sector on projects of strategic importance	E	A/I
Ability to draft/review financial projections	D	A
Ability to manage contracts and consultants	D	A
Ability to read and interpret financial statements and to analyse the financial standing of a project/company/proposition	D	I
Some understanding of the Liverpool City Region devolution agreement, local government, central government and their roles, structures and relationships	D	A



Personal Attributes	E = Essential D = Desirable	Identified By
Self-starting, team player and highly motivated	E	I
Conscientious and organised, with attention to detail	E	A/I
Commitment to equal opportunities	E	A/I
Highly developed written and oral presentation skills with ability to present ideas and decisions in a clear and comprehensible way	D	I

Core Behavioural Competencies	E = Essential D = Desirable	Identified By
Dedication to making a difference at work, supporting the vision and aims of Liverpool City Region Combined Authority	D	I
Positive, flexible and responsive, with a dynamic and creative approach to problem solving	E	A/I
Good negotiation, listening and relationship building skills	E	A/I

Key to Assessment Methods:

A - Application
I – Interview