



## Homes England

### Senior Manager – Infrastructure Grant Transactions

Directorate	Investment
Team	Infrastructure
Reports to	Head of Team Infrastructure Grants Transactions
Direct Reports	0

#### Job purpose

The purpose of this role is to deliver the projects funded by Homes England's Infrastructure Grant funds under robust Grant Funding Agreements (GFAs)

The role will form a key part of the Infrastructure Funding team, which is part of the wider Investment directorate. It will involve carrying out the due diligence, approvals and contracting activity for Infrastructure GFAs and working with key partners, predominately Local Authorities, other public bodies and their (private sector) partners. This will also include working with dedicated Homes England staff based in offices around the country.

#### Key relationships

Develop, manage and maintain effective internal working relationships with national teams working on Infrastructure Funding projects, including Post Contract Management staff and Programme Management Office (PMO), and externally with panel consultants, senior decision-makers at Local Authorities and their private sector partners, the IPA and Other Government Departments (OGD's) as required.

The post holder must also develop and maintain good working relationships with:

- Staff across all Homes England delivery functions: and
- Staff in corporate teams

#### Key accountabilities and responsibilities

1. Working with colleagues across Markets, Partners and Places and Development and Investments on pipeline development and prioritising infrastructure projects as appropriate.
2. Carrying out technical due diligence and developing projects with Local Authorities with a view to obtaining investment approval, taking the lead on more complex/larger infrastructure projects seeking grant funding and managing risk appropriately.
3. Instructing and managing the input of panel consultants appointed to support technical work on infrastructure grant projects.
4. Once approval is achieved, instructing solicitors and contracting Grant Funding Agreements (GFAs) to a high standard.
5. Working with the Post-Contract teams to ensure due consideration is given to post-contractual arrangements, including monitoring and timely payment of grant claims.
6. Contribute to meetings with Local Authorities, other Government Departments and other agreed stakeholders in relation to issues and mitigations around project delivery.

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7. Providing commercial advice and support to Homes England colleagues on infrastructure issues.
8. Delivering individual targets and working to support the delivery of the team's annual project delivery targets.
9. Reviewing the work of Managers, supporting the drafting of papers prior to presentation for grant investment decision as necessary.
10. Line managing, mentoring, and coaching staff.

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general character of the role and level of responsibility.

## Key skills and knowledge

1. Qualifications:
  - a. Essential: Degree level qualification or equivalent experience.
  - b. Desirable: Relevant Professional Qualification in: Surveying, Planning or similar.
2. Knowledge, Skills, and Experience - Essential:
  - a. Experience in assessing delivery models and funding structure in a property environment.
  - b. Experience in analysing professional property reports, valuation methodologies and practices and the ability to challenge as appropriate.
  - c. Experience in risk mitigation strategies.
  - d. Ability to work to tight deadlines.
  - e. Excellent communication and stakeholder management skills.
3. Knowledge, Skills and Experience – Desirable:
  - a. Knowledge of:
    - i. UK Housing Market
    - ii. Grant-based public sector programmes, including state aid.
    - iii. Experience of public sector property and/or infrastructure projects.
    - iv. Experience of analysing project cashflows and appraisals.

## Key competencies

1. Thinks logically and analytically to get to the core of problems; manages and assimilates complex information resulting in effective decisions based on sound commercial knowledge and expertise.
2. Communicate with others clearly, concisely, confidently, with consideration and respect in a way that engage the audience and achieves the desired result.
3. Proactively develops robust relationships with stakeholders and partners; creates and develops these relationships to increase and broaden spheres of own and Homes England influence.

## Key performance measures

1. Working with colleagues across Markets, Partners and Places and Development and Investments on pipeline development and progressing infrastructure projects requiring grant funding.
2. Carrying out technical due diligence, assessing and managing project risk, obtaining investment approval, and contracting Grant Funding Agreements (GFAs) to a high standard.
3. Delivering individual targets and working to support the delivery of the team's annual project delivery targets.

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4. Managing project capital expenditure to agreed budgets.
5. Provide strong stakeholder management of internal and external parties (including Local Authorities, other public bodies and their partners) and effective management of potentially conflicting priorities.

## Values and key behaviours

					
<b>Respectful</b> As the core principle, this runs through all our values and behaviours	<b>Impactful</b> We combine our <b>commercial expertise</b> with <b>social purpose</b> to deliver value for money and maximise our positive impact	<b>Accountable</b> We are <b>empowered to lead by example</b> , take responsibility for our actions and speak up for what's right	<b>Innovative</b> We are <b>bold, creative thinkers</b> who embrace change, never stop learning and always look for a better way to do things	<b>Inclusive</b> We <b>recognise and value everyone as individuals</b> and draw strength from our differences	<b>Collaborative</b> We share information, align priorities, and use <b>our collective knowledge and experience</b> to achieve great results