



Homes
England

Senior Portfolio Manager

Directorate	Investments
Team	Portfolio Management
Reports to	Assistant Director - Development Finance and Emerging Risk
Direct Reports	n/a

Job purpose

Responsible for managing the delivery of housing and budget spend through the provision of loan, equity, guarantee or equity finance for Homes England. The post will report to directly to the Assistant Director, Equity, Joint Ventures and Partnerships, Portfolio Management and will be a leadership role. This role holder will lead a team of c3x FTE and ensure that homes and Equity funding are delivered as planned within the risk appetite and budget of the agency. This role is focused on the management of the Equity transactions on both joint ventures / partnership models as well as Institutional / Co-Investment platforms, which will include risk management and reporting of the overall performance of the portfolio for all PEP deals. The transactions are characterised by highly complex transactions with varying counterparties; type of asset; objective; and investment size. Funding for these deals is primarily from STF Homebuilding Fund and more recently LUHBF.

The role holder will support team members in all aspects of their duties and will include meeting investment partners, ensuring transactions are progressed and ensuring all stewardship and management functions are undertaken. The role will also require significant interaction with transactions colleagues structuring deals including feeding back lessons learned and supporting, where relevant, on commercial requirements such as Financial Model / MI requirements; shareholder protection matters, delegations to JV board and Development Manager and Funding strategies. The key is to provide strong stewardship, managing risks and manage investment partner relationships with the Partnership Agreements as the core relationship document. Regular monitoring, reporting and assurance is a key feature. The role will require leadership skills, particularly coaching and supporting a team of staff to deliver in line with annual targets. There is also a requirement for regular interaction with external stakeholders, including developers, surveyors, lawyers, and local authorities as well as internal stakeholders and reporting to senior management.

Key relationships

Works collaboratively, developing mutually constructive relationships internally and externally and focused on the wider mission and objectives.

Key accountabilities and responsibilities

1. Ensure delivery of housing starts and completions and budgeted spend through provision of equity investment and guarantee support finance by Homes England in line with programme specifications and the Strategic Plan for Homes England.
2. Exercise appropriate skill in line with delegated authority to approve and recommend credit submissions, payments, and legal documentation as appropriate to a very high level and standard.
3. Manage the risk profile and performance of complex equity and JV transactions ensuring that they are managed within the risk appetite of the agency and in line with the Recovery Rate as appropriate This will involve ensuring

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that regular risk reporting of transactions is of high quality and strong working relationships are maintained with Risk and Distressed Investments. Reputational risk will be a key focus of equity investments.

4. Manage a national team of c3 staff to give effect to the above, ensuring that the targets are delivered in line with the Homes England values and behaviours.
5. Maintain and report on relevant data metrics for asset performance including portfolio composition and stewardship activity and provide strong quality assurance and reporting as required.
6. Ensure Homes England compliance with the terms of underlying transaction agreements including timely operational activity including drawdowns, payments, and provision of statements.
7. Developing strong and positive relationships with customers and the wider industry which enhance and support Homes England's mission of being a leading market influencer.
8. Contributing to ongoing review of policies and procedures relating to portfolio performance and recovery and where appropriate recommending and implementing change.

Homes England Employees are expected to be flexible in undertaking duties and responsibilities commensurate with the general

Key skills and knowledge

- Degree level qualification or equivalent experience of industry professional e.g Banker, Accountant, Surveyor, Lawyer or similar.
- Strong experience and understanding of assurance and governance, risk management, financial / real estate modelling, transaction reporting and client management in the real estate sector, including working with underperforming transactions.
- Line management experience.
- Good communication skills both verbal and written

Key competencies

- Works collaboratively, developing mutually constructive relationships internally and externally and focused on the wider mission and objectives. Leads confidently in times of change and communicates effectively to all audiences, varying style as appropriate.
- Highly literate financially and analytically. Strong experience in the real estate sector is desirable.
- Applies the highest standards in all aspects of the role, ensuring that information and records are compliant, fit for purpose and enable the organisation to demonstrate and improve stewardship of public funds.
- Able to lead and manage a diverse team of colleagues with different functional backgrounds and engage with other workstreams in the organisation in a way that values everyone as an individual and works to have positive outcomes for others as well as self. Generates continuous improvement in delivery and process, identifying efficiencies and new ways of working in the agency.
- Educates and supports senior portfolio managers / portfolio manager as well as other colleagues across the agency including transactions, finance, risk and legal.
- Coaches and mentors others to produce good results and maximise outputs and productivity. Takes responsibility for own career and development seeking to develop in all areas.

Key performance measures

- Monitors and delivers equity spend, receipts and housing delivery to achieve annual business plan target and longer-term strategic objectives. Has a strong grip on delivery of the team at all times provides assurance thereon, reporting and managing any departures therefrom.
- Develops profile across the organisation and more widely as an expert who can share lessons learned to support in future deal structures and is considered an expert in managing high profile and complex equity investments/ partnerships to meet overall objectives.
- Develops and manages a high performing team with clear focus on people development and knowledge

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management measured through ongoing feedback and 1:1s. Acts as a role model for the Homes England Way.

- Demonstrates a high standard of risk management in the team as measured by portfolio metrics (including Data Excellence Tool and the Equity Performance Dashboard, internal audit reviews, control testing and feedback from risk function)
- Demonstrates robust governance measures in place and operating activities within the agreed Equity Risk Framework and associated parameters; and identification and upward reporting to AD, Equity, Joint Ventures and Partnerships PfM, PEP; EME of Emerging Risks, highlighting challenges/issues to decision makers in a timely manner.
- Establishes and maintain senior level relationships across industry, internal and department stakeholder groups to support strategic priorities, influence policy and promote financial flexibility.

Values and key behaviours

1. Able to lead and manage a diverse team of colleagues with different functional backgrounds and engage with other workstreams in the organisation in a way that values everyone as an individual and works to have positive outcomes for others as well as self.
2. Applies the highest standards in all aspects of the role, ensuring that information and records are compliant, fit for purpose and enable the organisation to demonstrate and improve stewardship of public funds.
3. Works collaboratively, developing mutually constructive relationships internally and externally and focused on the wider mission and objectives. Leads confidently in times of change and communicates effectively to all audiences, varying style as appropriate.

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Respectful

As the core principle, this runs through all our values and behaviours



Impactful

We combine our **commercial expertise with social purpose** to deliver value for money and maximise our positive impact



Accountable

We are **empowered to lead by example**, take responsibility for our actions and speak up for what's right



Innovative

We are **bold, creative thinkers** who embrace change, never stop learning and always look for a better way to do things



Inclusive

We **recognise and value everyone as individuals** and draw strength from our differences



Collaborative

We share information, align priorities, and use **our collective knowledge and experience to achieve great results**