

## Job Description and Person Specification

### Lending Products – Assistant Director

---

|                           |   |
|---------------------------|---|
| Directorate:              | Risk                                    |
| Team:                     | Investment Risk -Lending Products       |
| Reports to:               | Deputy CRO/Director of Transaction Risk |
| Level:                    | 19-20                                   |
| Direct Reports:           | 4                                       |
| Financial Accountability: | TBC                                     |

---

#### Job purpose

The postholder is responsible for leading and developing a specialist risk team consisting of 10 FTEs within Homes England, working with key stakeholders across the Agency as well as with the Ministry of Housing, Communities and Local Government (MHCLG), HM Treasury (HMT), Infrastructure and Projects Authority (IPA) and UK Government Investments (UKGI).

The role is a key contributor to our risk management and ensures the on-going development and enhancement of best practice in financial and operational risk management for the delivery of strategic objectives.

Within this is the primary responsibility for making Investment decisions for deployment, management, and recovery of capital within Homes England delegation authority. Decision making authority of the agency is held within a £50m financial envelope. In addition the Lending Products Risk team provides governance, risk challenge and assurance advice and support on the operation of an effective risk and control environment to the first line teams responsible for managing our loans, Guarantees, Product Equity & Partnerships, and Affordable Housing Grants programmes and activities.

The postholder is accountable for the provision of a risk service in an agile and collaborative way to Chief Officers and SROs across the business, to support the delivery of a range of complex interventions within the Agency's risk appetite. The Lending Products Risk team acts as the second line risk function providing highly specialist risk expertise to directorates that are collectively responsible for delivery of a range of interventions currently utilising over £12bn of recoverable and non-recoverable funding.

Reporting directly to the Deputy CRO/Director of Transaction Risk, the postholder will be expected to introduce, embed, and maintain best practice risk disciplines and processes, playing an important role in building knowledge, skills, capacity, and a risk culture.

The postholder will be a key member of the Risk Leadership Team which is collectively responsible for ensuring that the Risk function delivers and supports strategic objectives, is effectively managed and supported, including oversight of the flexible deployment of team resources, to deliver business plan targets.

The post holder will also be required to integrate into his/her team the risk support for current and future policy drivers and related fund commissions which are corporate facing and where the primary risks are cash flow based rather than enabling

### **Key relationships**

- The postholder will be highly visible and develop and maintain strong working relationships with the Executive and Directors both within and outside Homes England.
- Key internal partners include the 1st line business areas which deliver our Development loans (SME & SREF), Guarantees, Product Equity & Partnerships, and Affordable Housing Grants programmes, other specialist functions supporting delivery including Finance, Legal and Commercial, the Executive Directors and the Homes England Board.
- Build and maintain positive and constructive relationships with all Homes England colleagues to ensure that the Lending Products Risk Team is seen as a professional, productive, and responsive service.
- Support Business Partner relationships through the provision of high-quality customer service.
- Ensure productive and professional working relationships are in place with other public sector bodies (e.g. MHCLG, IPA, HMT)

### **Key accountabilities and responsibilities**

- Lead, Manage and oversee the work of the Lending Products Risk team, to ensure effective performance from the team in providing specialised risk-focused advice, support and training to the 1st line teams that are involved in delivering the Agency's Development loans (SME & SREF), Guarantees, Product Equity & Partnerships, and Affordable Housing Grants programmes and activities.
- Ensure that the team provides appropriate assurance opinion to the CEO, Homes England Board and MHCLG around the activities, controls, and processes involved in delivering the Agency's Development loans (SME & SREF), Guarantees, Product Equity & Partnerships, and Affordable Housing Grants programmes.
- Lead in the credit assessment of loans and be capable of making decisions providing concise evaluations and, where required, recommendations and approval under authority delegated from the DCRO.
- Maintain and develop the profile of the team by leading the team's risk business partnering relationship with the delivery Directorates and Corporate Functions, including Finance, Legal Services, Commercial and Internal Audit.
- As a Subject Matter Expert, provide expert risk input into the development of new business streams, Fund Business Cases, and continuous improvement activity, advising on risks and controls to support the development and delivery of activities that deliver the Agency's mission and objectives.
- Lead continuous improvement within decision making governance structures.
- Delivery Board member as part of assessing performance, strategy, options and actions for successful delivery of the Annual and Strategic Business plan.

- Deputise for the Deputy CRO/Director of Transaction Risk in senior internal/ external meetings, forums and activities as required, including Executive Meetings and Board.
- Manage the delegated financial flexibilities provided within Fund Commissions within risk tolerance.
- Manage the flexible use of resource and expertise across the team to ensure service requirements are met and provide support to the team to assist with delivery, by helping to solve problems, intervene with complex or contentious matters and be available to provide specialist advice and guidance.
- Ensure that the team is equipped and supported to deliver its work to agreed high standards through development, coaching and mentoring, ensuring that priorities and objectives are clearly set, and that the performance of each team member is managed effectively to achieve their full potential.
- Ensure that the team provides sound and timely input to the governance arrangements of projects relating to the Agency's Development loans (SME & SREF), Guarantees, Product Equity & Partnerships, and Affordable Housing Grants programmes and activities. Ensure the team can evaluate a wide range of investment proposals, investment structures and providing concise analysis and decision making/recommendations on a range of key deliverables, including strategic rationale, delivery risk, financial risk, Value for Money, risk classification, diligence, investment terms and conditions.
- Demonstrate sound commercial and organisational awareness. Strong risk and value judgement for decision making as well as a clear understanding and ability to assess and test investment criteria, policy, risk appetite, risk classification, operational capability and set risk management requirements and procedures.
- Identify and implement operational efficiency opportunities within the way we do business to ensure a risk-based approach is taken within decision making. Critically assess effectiveness of policies, procedures and delegations.
- Analyse market and partner intelligence to inform intervention approach and risk decision making. Make recommendations on risk factors within investment strategy.

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**

- Degree level qualification or significant and broad ranging equivalent experience, plus post-graduate qualification/ professional qualification.
- Significant leadership experience and credibility to lead and manage a high output team of risk management professionals dealing with diverse and complex risk matters across multiple activities and funding programmes and in high pressure situations.
- Able to demonstrate a deep and detailed knowledge of own area of specialism combined with a broad knowledge of risk and financial matters, honed from previous roles and prior experience.
- Significant experience and familiarity of promoting sound and commercially focussed risk management principles and practices within a public/ private sector environment.
- Able to solve problems and provide practical solutions and approaches to politically sensitive and complex issues across multiple programmes and scenarios.
- Experience in influencing and negotiating with a wide range of senior internal and external stakeholders who may have conflicting agendas and priorities.

- Able to concisely and clearly present complex information and scenarios to Senior Management, Board members within the Agency, MHCLG and HMT in both written and verbal format.
- Able to make strong and robust decisions under the pressure of short timescales and external and internal expectations.
- Evidence of Leading and managing a team required to work, negotiate, and deliver to tight deadlines, whilst ensuring that a high-quality output is delivered.

## **Key competencies**

### **Strategic Thinker**

- Considers and understands own role and contribution in delivering both the Homes England priorities and the bigger picture.
- Looks for patterns and relationships across differing and varied sources, continually developing clear strategies and future planning.

### **Creative Thinker**

- Challenging the conventional way of doing things.
- Generates new ideas and commercial solutions to improve performance and delivery.

### **Analysis and Planning**

- 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
- Works quickly and accurately through the planning and prioritising of own workload.

### **Leadership**

- Articulates the vision in a clear and transparent way; role models through being clearly visible as a leader.
- Manages change effectively; develops and retains talented people through a clear focus on people development and knowledge management.
- Promotes team working.
- Everyone has the responsibility to take ownership of challenges and problems and seek to resolve them.

### **Networking and Influencing**

- Proactively develops robust relationships with stakeholders and partners; creates and develops these relationships to increase and broaden spheres of own and Homes England influence.
- Shows sound emotional maturity which has a positive impact when working with stakeholders.

### **Communication**

- Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages the audience and achieves the desired result.

### **Focus on results**

- Achieves results through a positive approach.
- Focuses on goals and targets.
- Looks critically at systems, policies, processes, and procedures.
- Will contextualise KOPs and use to drive successful outcomes and improvements.
- Enables effective teamwork by encouraging the team to achieve more through combined efforts than by the sum of all their individual parts.

- Ensures that performance management processes are used to support and improve staff development, competencies, and results.

### Homes England values

Role model and live our values and behaviours in everything you do and celebrate successes through others:

| Core Values   | Key Behaviours  |
|---------------|---|
| Ambitious     | We always strive for more and believe in better.                      |
| Collaborative | We work together to get things done.                                  |
| Commercial    | We are professionals who achieve value for money.                     |
| Creative      | We're always thinking up new ideas and disrupting the status quo.     |
| Diverse       | We value everybody as an individual, and in their thoughts and ideas. |