



Homes  
England

## Senior Manager – Portfolio

Directorate	Investment
Team	Products, Equity and Partnerships ( PEP)
Reports to	Assistant Director - Equity and Portfolio Management
Direct Reports	None

### Job purpose

Responsible for managing a portfolio of Equity transactions for Homes England. For a senior portfolio manager, these will be larger or more complex either by purpose, nature of client or deal structure.

Portfolio size will vary based on complexity with between 3 and 5 likely depending on the types of deals in the portfolio.

The post will report to directly to a Head of Equity, JVs and Partnerships in Portfolio Management albeit on some occasions there may be peer reporting. Line management or coaching other staff may feature.

The role is to ensure that homes and funding are delivered as planned in line with the risk appetite and annual budget of the agency.

The key is to provide strong stewardship, managing risks and Investment Partner relationships (including C-Suite) with Partnership documentation as the core relationship document. Regular monitoring, reporting and assurance is a key feature. Managing and maintaining the relationship with the client is a key factor.

### Key relationships

Key internal relationships include: Risk (with whom we work closely), Transaction and Portfolio Management colleagues, Finance and Legal.

Additionally, the jobholder will be expected to maintain good working relationships with Senior Management and colleagues across the organisation. These will include: wider Investments; Development, Markets Partners and Places and Corporate Services.

Key external relationships include institutional investors, lenders, developers, surveyors, lawyers, and local authorities.

### Key accountabilities and responsibilities

- Ensure delivery of housing outputs and Investment delivery/ recovery in line with the credit approval and forecasts of each transaction in line with the Investments Business Plan and the annual budget.
- Developing strong and positive relationships with Investment Partners and the professional community and advisers.

- Manage the risk profile and performance of the transactions within the risk appetite of the agency and in line with the Recovery Rate of the programme. Ensure all risk reporting of transactions is timely and of high quality.
- Identify deterioration in risk profile at an early stage, engage positively with customers to address and ensure this is managed professionally and in line with guidance, working with Risk and Distressed Investments.
- Maintain and report on relevant data metrics including key commercial/ financial metrics such as NPVs, IRRs, Dividend Yields), for asset performance including portfolio composition and stewardship activity and provide strong quality assurance and reporting as required.
- Critical assessment of business plans and financial models providing suitable challenge to meet investment objectives and return criteria.
- Engaging with senior management at Board and Governance Committee level
- Exercise appropriate skill in line with delegated authority to submit, recommend or authorise credit submissions, payments, and legal documentation as appropriate to a very high level and standard.
- Ensure Homes England compliance with the terms of underlying transaction agreements including timely operational activity such as drawdowns, payments, and provision of statements. Monitor and ensure client compliance with their obligations under the documentation.
- Contributing to ongoing review of policies and procedures relating to all policies and procedures of portfolio management and where appropriate recommending and implementing change.

## Key skills, knowledge and experience

- Degree level qualification or equivalent experience of industry professional e.g. Banker, Accountant, Corporate Finance, or similar.
- Good experience and understanding of risk and client management of a portfolio of equity investments or loans in the real estate sector.
- Experience of working with underperforming transactions.
- Solid financial modelling experience, with understanding of core investor metrics including return on investments, discounted cashflows, IRRs, income/ dividend yields, and funding structures.
- Strong organisational skills and ability to prioritise own workload.
- Excellent communication skills both verbal and written.
- Commercial acumen when assessing complex Real Estate transactions and writing investment reports, demonstrated by implementing the correct approach and best practice solutions to achieve value for money in the investment of public monies.
- Networking and Influencing - being confident in the role and the value it brings; liaising with senior personnel to ensure governance activities are acknowledged and supported.
- 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.

## Key performance measures

- Monitors and delivers spend and housing delivery to achieve annual budget and longer-term strategic plan. Has a strong grip on delivery at all times provides assurance and accurate information in relation to performance expectations and effectively manages any digression.
- Interacts with colleagues of all levels in a collaborative, positive and engaging way, achieving strong

engagement measured through feedback and the People survey. Acts as a role model for the Homes England Way.

- Maintains a high standard of risk management, stewardship and assurance as measured by portfolio metrics and supported by internal audit reviews and feedback from risk function. Credit submissions (annual review/ Variation from Terms (VFT) etc. and committee presentations should be "right first time" and of a high standard.
- Adopting a flexible approach to multifunctional working, supporting, and working collaboratively with other areas as needed to achieve the mission and objectives. Generates continuous improvement in delivery and process, identifying efficiencies and new ways of working in the agency.
- Develops strong relationships with the customer base, seeking positive engagement and collaborative solutions, whilst providing quality service. Measured by client feedback.
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## Values and key behaviours

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

					
<b>Respectful</b> As the core principle, this runs through all our values and behaviours	<b>Impactful</b> We combine our <b>commercial expertise with 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 to achieve great results</b>