



Homes
England

Head of Infrastructure Grants Transactions

Directorate	Investments
Team	Infrastructure Funding
Reports to	Assistant Director, Infrastructure Grant Transactions
Direct Reports	TBC

Job purpose

This is an exciting time to join Homes England; we are the government’s housing accelerator, making possible the new homes England needs, and this role will be pivotal in helping us to achieve this. You will lead a small multi-functional regional team structuring and contracting the projects supported by Homes England’s Infrastructure Grants funds. Projects vary in size, amount and structure, ensuring fresh and exciting challenges every day, requiring an agile approach and collaborative working. You will form part of the Infrastructure Grants team, within the Investments directorate, and will be a member of its senior management team.

The role will involve leading the staff carrying out due diligence, approval and contracting activity for infrastructure funding agreements, working with key partners, predominantly Local Authorities, other public bodies and their (private sector) partners. This will include working with dedicated Homes England staff based around the country.

As such the role will involve regular national travel to visit sites/meet with project partners as well as spending time with team members in the different Homes England’s offices where they are based and regular face to face meetings with the Assistant Director, Infrastructure Grant Transactions and the Director of Infrastructure Funding, mainly in London.

Key relationships

Develop, manage and maintain effective internal working relationships with national teams working on Infrastructure Funding projects, including Infrastructure Grant Transactions team, Infrastructure Grant Project Management team, the Delivery Strategy and Implementation team, and Programme Management Office (PMO). Also, 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. Responsibility for managing the regional team of project delivery staff involved in technical due diligence, development of projects with Local Authorities, and the contracting of grant funding agreements (GFAs).

2. Co-ordinating and managing the input of panel consultants appointed to support this technical work on a national scale.
3. Working with colleagues in the Markets, Partners and Places Directorate to establish a pipeline of suitable projects.
4. Ensuring the team's annual project delivery targets are met.
5. Working with the Heads of Infrastructure Grant Project Management to ensure due consideration is given to post-contractual arrangements, including monitoring and timely payment of grant
6. Setting up and managing the processes relating to due diligence and contracting activities, ensuring they are robust, transparent and manage risk appropriately.
7. Effective management of key external stakeholders where required, including MHCLG, IPA, and Local Authorities, including effective management of potentially conflicting priorities. Working with other Homes England stakeholders that have an interest in Infrastructure Grants projects to ensure that Homes England take a consistent approach to working with Local Authorities and maximise opportunities.
8. Contribute to meetings with MHCLG, IPA and other agreed stakeholders in relation to issues and mitigations around project delivery, with a focus on those of greater complexity. Attend meetings with Local Authorities in support of the delivery team as necessary, particularly with regard to those of greater complexity.
9. Support and challenge for papers prior to presentation for grant investment decision.
10. Working with the Assistant Director and Director to inform business planning and resource planning work-streams and managing the team to deliver against business plan targets.
11. Line managing, mentoring and coaching the team, supporting staff through a period of change and transition within Homes England, as well as with more challenging partner relationships and complex projects.

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, knowledge and experience

Qualifications

- Essential - Degree level qualification or equivalent experience
- Desirable - Relevant Professional Qualification in: Surveying, Planning, or similar.

Knowledge, Skills and Experience - Essential:

- Experience of setting up and managing professional teams.
- Experience in assessing delivery models and funding structures in a property development environment.
- Experience in analysing professional property reports, valuation methodologies and practices and the ability to challenge as appropriate.
- Experience in risk mitigation strategies.
- Ability to work to tight deadlines
- Excellent communication and stakeholder management skills.

Knowledge, Skills and Experience - Desirable:

Knowledge of:

- UK Housing market.
- Grant-based public sector programmes, including subsidy control.
- Experience of public sector property and/or infrastructure projects.

- Experience of analysing project cashflows and appraisals.
- Knowledge of Development lifecycle.

Key Competencies

1. Understands the motives and drives of own team members; inspiring and motivating teams to deliver high performance.
2. Communicates with others clearly, concisely, confidently, with consideration and respect in a way that engages 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. Managing the team in successfully carrying out a professional due diligence and contracting role, resulting in the successful delivery of business plan targets.
2. Managing capital expenditure to agreed budgets.
3. Setting up and managing the processes relating to due diligence and contracting activities, ensuring they are robust, transparent and manage risk appropriately.
4. Ensuring that external technical/consultancy resource is deployed efficiently in order to support team delivery in line with business plan targets, co-ordinating and managing the input of panel consultants appointed.
5. Providing strong, senior level 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

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.

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