



Homes
England

Manager - Contingent Assets & Liabilities (CAL) and Commercial Disposals (E1704N)

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| Directorate | Development |
| Team | Contingent Assets & Liabilities and Commercial Disposals |
| Reports to | Senior Manager, Contingent Assets & Liabilities (CAL) and Commercial Disposals |
| Direct Reports | 0 |
| Grade | 16 |
| Location | National |

Job purpose

The role is to manage a mixed caseload of Contingent Assets and Liabilities (CAL) and disposals of land not suitable for housing, taking responsibility for the timely disposal of land assets and to monitor, review and manage the resolution of a portfolio of Contingent Assets and Liabilities using specialist skills and commercial acumen to ensure the disposal/exit from either contingent or legacy assets in line with Homes England processes.

The role is responsible for the disposal of development land not considered suitable for housing and accelerate its delivery and disposal to the commercial development market. This will also include the need to secure a commercially and financially sound position where holding costs and anticipated revenue are balanced and traded-off to ensure that the Agency reduces its holding cost liabilities and can focus more resources on the core mission.

The successful candidate will have a specific focus on a number of workstreams. These will be;

- Managing an exit from a portfolio of historic Building Lease cases;
- Working with the Geospatial team to resolve existing title discrepancies;
- Leading on a caseload of potential liability transfers subject to endowments;
- The rapid processing of auction disposals relating to none developable land.
- Preparing with analyst support reports to confirm the closure of projects, assembling data from the various systems to populate the report templates (G5) and facilitate closure of the project on PCS.

The role will also assist the CAL Analysts in monitoring, reviewing, and resolving trigger events related to both current and historic land contracts, aiming to identify potential value. This includes, but is not limited to, changes in land use, the release of covenants, and subsequent sales or disposals of financial interests,

with a particular emphasis on recovering contractual receipts such as clawback, overage, loans, and equity.

Working either independently or with colleagues in local Delivery Teams to support the reduction and/or resolution of historic liabilities relating to land disposal and development activities. Generating receipts and freeing up financial resources that can be used to support the delivery of the agency's core mission.

To work in an agile way supporting the mission-based approach of Homes England. This will involve working collaboratively with partners across the agency, including MPP and Investment, as multifunctional teams to support deliverables such as the single pipeline.

Key relationships

- Internal - across the Agency, specifically Legal, Estates, Finance, Land Programme Management, Geospatial as well as the wider Development teams.
- External – landowners/promoters, developers, Local Authorities, consultants (legal and property), agents and individual property owners.

Key accountabilities and responsibilities

- To work across geographic and programme boundaries to undertake the monitoring and reviewing of trigger events with CAL analysts in relation to current and historic contracts in order to identify any potential value including but not limited to changes of use, subsequent sales and or disposals of contingent assets with a particular focus on the recovery of contractual receipts commonly defined as clawback, overage, loans and equity.
- To lead allocated casework relating to the sale or disposal of financial interests with a particular focus on the recovery of contractual receipts ensuring appropriate resource is provided and action taken to aid the suitable disposal/exit from either contingent or legacy assets, seeking opportunities to package assets on a geographical area to delivery portfolio exits.
- To manage the exit from the Agency Commercial and Non-strategic portfolio ranging from commercial sites, garden land, sub soil interests and other nominal value assets.
- To lead on the resolution of identified liabilities to reduce the agency's ongoing exposure to liabilities including contingent liabilities and holding costs.
- To lead on identified key workstreams such as the historic Building Lease portfolio, Geospatial work, Endowment programme, and auction portfolio work.
- Manage multi-disciplinary teams regarding de-risking, marketing and transfer of commercial development assets.
- Working closely with colleagues in Estates to provide savings in estate holding costs where feasible.
- Undertake all financial and risk management and reporting, relating to the management and delivery of the programme and ensure all area programmes, projects and expenditure complies with corporate approval processes.
- To support delivery of Homes England's national land-based programmes by optimising and ensuring accurate detailed forecasting and securing income whilst ensuring compliance with corporate governance, procurement, audit, national policy and relevant procedures and system.
- Support the Head of CAL & Commercial Disposals in ensuring that the agency captures all future contingent assets and liabilities at the point of contractual commitment.

- Ensure a high level of data accuracy and integrity is maintained within computer systems to facilitate accurate reporting and measure performance through critical forecasting of milestones being recorded, updated and reviewed in line with corporate expectations.
- To support the Head of CAL & Commercial Disposals through contractual relationships with consultants in a performance driven culture to ensure required results including support from Homes England Panel firms.
- Effectively manage relationships with internal and external stakeholders in conjunction with locally based staff including attendance at external events to promote and support programme development and delivery.
- Undertake all financial and risk management and reporting, relating to the management and delivery of the programme and ensure all area programmes, projects and expenditure complies with corporate approval processes.
- To use expertise to develop Homes England processes and procedures and support colleagues across Homes England by sharing adopting and championing best practice through continuous improvement of business processes ensuring consistency of application and approach.
- Build strong relationships with internal and external stakeholders,
- Represent Homes England internally and externally, at regional and national events as required.

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 (academic and professional)
 - Professionally qualified Chartered Surveyor or equivalent qualification
 - Member of the RICS or other professional body
 - RICS Registered Valuer
 - Academically qualified to degree level in a relevant discipline
- Knowledge, Skills and Experience
 - Knowledge and experience of the commercial property market and the structuring of deals, with particular reference to the mechanics of Land Disposals and to the commercial application of clawback and overage
 - Experience in the commercial and residential property sector, in development and infrastructure across the public and private sector, with the ability to apply this knowledge in a practical way across a wide range of project scenarios
 - Commercial acumen and drive gained through experience of negotiating, managing and successfully delivering projects with a bias towards commercial land disposals
 - Understanding of the technical classification of assets and contingent assets from a financial perspective which can impact on Homes England's Balance Sheet if incorrectly determined
 - Understanding of the mechanics of Funding Agreements and Land Disposals in relation to conditional receipts consisting of planning windfall, post-sale clawback, grant clawback and in relation to future unconditional receipts consisting of overage as a financial asset, disposal of assets with deferred consideration, loan and equity repayments

- Experience of budget, financial management and approval processes
- Post requires national travel to sites/meetings therefore the post holder must hold full valid driving licence.

Key competencies

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

- Resolution of casework in an effective and timely manner, including verifying/assessing and provisionally agreeing recovery sums in line with contractual terms and making robust recommendations when seeking the necessary approvals.
- Managing project capital expenditure to agreed budgets, and supporting the Senior Managers in managing team workload.
- Professional project management of allocated casework, including carrying out site visits, liaising with counterparties in a courteous and professional manner and assessing and negotiating outcomes with a focus on small-medium, less complex/lower risk schemes.
- Raising concerns regarding contractual breaches or triggered liabilities, flagging risks as early as possible in accordance with agreed processes, and making recommendations regarding mitigating actions to maximise receipts or reduction in costs.
- Provide strong stakeholder management of internal and external parties (including Local Authorities, developers and individual property owners) 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.

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|  <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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