



Homes
England

Senior Portfolio Manager

Directorate	Investments
Team	Portfolio Management
Reports to	Head of Portfolio Management
Direct Reports	n/a

Job purpose

Responsible for managing a portfolio of loan transactions for Homes England. For a Senior Portfolio Manager, these will be larger or more complex either by asset class or purpose (infrastructure lending, development size, number of linked sites), nature of client or deal structure (senior/mezzanine funding and balance sheet lending). Portfolio size will vary based on complexity with between 5 and 10 likely for a loan portfolio.

The post will report directly to a Head of 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 infrastructure and / or homes and funding are delivered as planned in line with the risk appetite and annual budget of the agency, whilst also safeguarding Homes England's investment and meeting the wider mission and objectives of the Agency to unlock investment and encourage market resiliency.

The key is to provide strong stewardship, managing risks and client relationships with loan/partnership documentation as the core relationship document. Regular monitoring, reporting and assurance are key features. Managing and maintaining the relationship with the client is a key factor.

The role will require a solution driven mindset to respond to changing market and developer needs in order to meet the wider mission and objectives of the Agency.

Key relationships

The post holder must maintain good working relationships with a range of key partners including master developers, property developers, housebuilders together with sector professionals such as solicitors and advisory agents. In addition, the post holder should maintain strong links with internal colleagues and stakeholders including Risk, Delivery Enabling Services, Finance and Legal. The post holder will also be expected to engage with Senior Management and wider colleagues across the Agency including Development, Markets Partners and Places and Social Housing Safety and Ownership teams.

Key accountabilities and responsibilities

- 1) Ensure effective deployment of capital and delivery of conditional housing capacity and / or housing starts and completions and budgeted spend / receipts.
- 2) Develop strong and positive relationships with customers, wider stakeholders, the professional community and advisers.
- 3) Act as first line of defence, managing the risk profile and performance of the portfolio 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, with a focus on timelines when varying facilities, ensuring structures appropriately mitigate risk whilst focusing on the Agency's objectives.
- 4) 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 wider stakeholders including Risk and the Distressed Investments team where appropriate.

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- 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) 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.
- 7) 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 lending and operational policies and procedures, where appropriate recommending and implementing change.

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

Essential:

- Significant experience and understanding of risk and client management of a portfolio of loans or investments in the real estate sector, ideally in residential development and/or residential led infrastructure projects.
- Strong organisational skills and ability to prioritise your own workload.
- Strong negotiation skills.
- Excellent communication skills both verbal and written.
- Experience of working with underperforming transactions.

Desirable – Experience with/knowledge of:

- Infrastructure lending or provision of grants.
- Financial and investment modelling capability.
- Public policy, public financing or regulatory experience, especially land and property.
- Establishing and optimising new processes and equivalent.
- Debt origination and debt structuring including negotiating related contracts as well as an understanding of professional property reports, valuation methodologies and practices.

Essential qualifications: Degree level qualification and/or equivalent experience within the Finance/Banking/Investment/Real Estate field

Desirable qualifications: Qualified Banker (e.g. Chartered Banker), Accountant (e.g. Chartered Accountant), Surveyor (Chartered Surveyor), or similar.

Due to the nature of portfolios and the requirement to visit development sites, potentially across England, regular travel is likely to be required, and a full driving licence would therefore be desirable.

Key competencies

- 1) Commercial acumen when assessing complex Real Estate transactions and writing credit risk reports, demonstrated by understanding all financial aspects of the transaction, implementing a logical approach and demonstrating best practice solutions to achieve value for money in the investment of public monies.
- 2) 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.
- 3) Thinks logically and analytically to get to the core of problems; can manage, assimilate and present complex information resulting in effective decisions based on sound commercial knowledge and expertise.

Key performance measures

- 1) 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 in relation to the same and reporting and managing any departures.
- 2) Interact with colleagues of all levels in a positive and engaging way, achieving strong engagement measured through feedback and the Let's Talk survey. Acts as a role model for Homes England's behavioural framework.
- 3) 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.

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- 4) Adopting a flexible approach to multifunctional working, supporting and working collaboratively with other areas as needed to achieve the Agency's mission and objectives. Generates continuous improvement in delivery and process, identifying efficiencies and new ways of working in the agency.
- 5) Develops strong relationships with the customer base, seeking positive engagement and collaborative solutions, whilst providing quality service. Measured by client feedback.

Values and key behaviours

- 1) Works collaboratively, developing mutually constructive relationships internally and externally and focused on the Agency's mission and objectives. Communicates effectively, both face to face and through written submissions to all audiences, varying style as appropriate.
- 2) The job holder will be required to adopt an ambitious style in negotiating and establishing successful strategies which might include non-standard solutions. Applies the highest standards in all aspects of the role, ensuring that information and records are compliant, fit for purpose and enables the organisation to demonstrate and improve stewardship of public funds.
- 3) Able to interact and work with 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. Working positively through change and challenging others and self to work more effectively.

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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