

**Greater Manchester Combined Authority**

**Role Profile**

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| **Job Title:** | Transaction Associate - Grants | **Date:** | February 2024 |
| **Reporting Line:** | Senior Programme Manager | **Job Level:** | Grade 9 |
| **Team:** | Investment Team | **Business Area:** | Investment |

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| **JOB PURPOSE** |
| Greater Manchester Combined Authority’s Investment Team is responsible for managing funds in support of the economic growth of the region. The team supports the development of business cases for investment, transacts investments and grant programmes, and builds a pipeline of future projects to support the regeneration of the City Region as a whole and of specific neighborhoods. This includes the £285m Brownfield Housing Fund (“BHF”) grant programme, to be delivered over the next two years.  **Key Role Descriptors:**  This role will involve progressing BHF grants into a range of projects alongside providing support to senior team members within the Investment Team. The roleholder will be responsible for transacting and managing a portfolio of grants in public and private-sector led schemes across Greater Manchester. |

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| **KEY RESPONSIBILITIES** |
| Transact and manage a portfolio of Brownfield Housing Fund grants in public and private-sector-led housing projects across Greater Manchester. These grants can vary in size from £0.1m to £2m, in line with agreed parameters for BHF. Whilst they may assist Transaction Managers on some transactions, the roleholder will need to demonstrate lead accountability for the successful progression of grants, through due diligence to signing, on a timely basis, using their professional judgement to progress matters independently where appropriate.    Report to the Senior Programme Manager, Transaction Managers and Investment Director on grant propositions, identifying risks and mitigation strategies, and monitor the performance of grants made by the BHF to ensure that GMCA funding is safeguarded. The roleholder will be required to ensure effective communication through high quality reports, informal briefings and presentations to key stakeholders as required, and in line with reporting deadlines and scheduled committee meetings.  Establish good working relationships with a range of SME developers, intermediaries and officers within Greater Manchester’s constituent local authorities.  Instruct and manage external financial, property, construction and legal advisors to support due diligence as required, negotiate grant facility documentation, contracting and monitoring of grants. The roleholder will need to use professional judgement to ensure that resources for grants are commissioned and coordinated in a well-planned and controlled manner, whilst ensuring these are aligned to GMCA procurement requirements and provide value for money in line with the team budget and, where recharged, to the grant recipients.  Lead and manage the day-to-day relationship with grant recipients in the delivery of their projects, including taking a strategic lead role in liaising with Local Authority partners to ensure support for grants and make recommendations to senior managers on all aspects of the project. Project terms can be up to 5 years so roleholders will need to ensure long term planning and decision-making processes are in place and long-term relationships with grant recipients are established.  The roleholder will also be required to oversee drawdowns and repayment ensuring all conditions are met and providing portfolio updates on a monthly basis. This will include ensuring that GMCA corporate requirements are consistently met, including for business planning, performance management and budget monitoring.  Support the development of internal operational processes, maintaining strong links with colleagues within the GM Investment Team, and passing on knowledge and experience to support the skills and development of other members of the Team.  Demonstrate personal commitment to continuous self-development and service improvement.  Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.  NB: This list of duties and responsibilities is not exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |

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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Experience:**   * Substantial specialist experience in the funding of, or accessing funding for, property/housing development schemes; * Direct experience of supporting the scoping, structuring, transacting and monitoring of property development funding; * Specification, interpretation and constructive challenging of business plans, financial models, and construction, property market, valuation, financial and legal advice;   **Qualification:**   * A degree level qualification and/or equivalent experience. * A relevant professional qualification, e.g. Chartered Accountant, or similar.   **Skills:**   * **Communication:** Is able to effectively transfer key and complex information to all levels of staff, adapting the style of communication as necessary and ensuring that this information is understood. * **Analytical:** Application of strong analytical reasoning skills and intellectual focus, taking in the wider external and internal environments. * **Commercial:** Demonstrates sound business intelligence and ability to identify commercially viable opportunities and secure value for money in service delivery. * **Project Management:** Ability to identify, assess and respond to the key risks to the achievement of strategic and operational objectives over medium to long terms in line with investments. * **Strategic Thinking**: Develops strategy with awareness of key risks and adjusts accordingly to maximise likelihood of success. * **Communication and Influence**: Ability to negotiate difficult agreements with wide impact and high risk; ability to influence or persuade internal or external stakeholders. * **People Management**: Has ability to secure and direct resources for a wide area with diverse staff with clear risks attached to decisions. * **Financial Management**: Excellent financial planning skills to develop / review short-, medium- and long-term financial plans.   **Behavioural Competencies:**   * **Leadership & Management:** The behaviours and actions of our managers define how we work and what we achieve. * **Change:** Improving services and making the most of resources. * **Delivery:** Delivery of high-quality services is an essential part of what we do. |

**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background