

<b>JOB TITLE</b>	Associate Director- Partnerships (Maternity Cover)		
<b>REPORTS TO</b>	Executive Director- Land, Communities and Homebuilding		
<b>LOCATION</b>	White Tower, MediaCityUK (flexible and home working will be considered)		
<b>DEPARTMENT</b>	Partnerships	<b>FUNCTION</b>	Funding
<b>DATE CREATED / UPDATED</b>	11/11/2020	<b>CREATED BY</b>	LM

## **ROLE PURPOSE**

Peel L&P are seeking a fixed term maternity cover for the Associate Director-Partnerships until 1st April 2022. To succeed in this rewarding role the candidate must be able to demonstrate experience in public sector engagement and project management skills, with the ability to collaborate with colleagues across Peel L&P's wider multi-disciplinary teams and will be required to display excellent communication and organisation skills, alongside an ability to challenge, support, influence and engage with senior managers and stakeholders to secure public sector support to unlock delivery of our ambitious regeneration sites.

This is an important role across a diverse portfolio of land, property, housing, commercial, energy and environmental opportunities, and you will assist the business in delivering on its key objective of realising possibility in conjunction with key stakeholders. You will be the main contact for day to day management of a range of funding priorities across the business including grant, loan and equity with key stakeholders such as Local/Combined Authorities and Homes England. Working collaboratively with both internal and stakeholders will be crucial so the candidate should be both people and partnership focussed.

This position requires an individual who is delivery and action focused, can identify risks and deliver effective solutions with minimal supervision to ensure delivery on-time in a fast-paced demanding environment. Your ability to deal with issues while rapidly considering the financial and commercial context will be essential.

## **PRINCIPLE DUTIES & RESPONSIBILITIES**

- Management of the Peel L&P's public sector funding portfolio, leading on the following main elements- partnership engagement, commissioning, business case/bidding, legal contracting and monitoring and assurance.
- Partnership Engagement- maintaining and establishing key contacts in conjunction with business requirements, identifying and understanding the strategic business development priorities and focus, and acting to ensure that those priorities are fully progressed. Building

## **JOB DESCRIPTION**

---

and maintaining those key relationships with local partners, stakeholders and other government departments to ensure Peel L&P are proactively engaging in a collaborative and inclusive way.

- Commissioning and providing briefing material for the Executive Leadership Team, including briefings on funding opportunities and associated thematic areas and topics such as state aid. Presenting partners with exciting concepts, ideas and projects for their consideration and feedback and working collaboratively to identify the route to delivery.
- Business case writing bidding- writing and supporting the preparation of business cases where appropriate, with a notable focus on the economic, commercial and management aspects of cases to ensure best practice is developed across the business.
- Legal contracting- in conjunction with the legal team, progress a business case into a deliverable project balancing funder requirements and commercial aspects with practical construction and delivery aspects to translate into a deliverable contract. Lead on the state aid case in conjunction with the relevant lawyer.
- Monitoring and assurance- Oversight on contract obligations including property and commercial elements such as title restrictions, clawback mechanisms, spend and budget profiling and maintaining clear communication on progress of the project to the funder.
- Manage the briefing and appointment of specialist consultants to achieve the company requirements, funding bids and supporting work.
- Working closely with the other teams bring together deliverable detailed propositions and investment opportunities.

## **ADDITIONAL RESPONSIBILITIES**

- Assist in the development of the Partnerships Officer and provides line management responsibility.
- Assist in the preparation and ongoing development of the Business Plan and Business Strategy.
- Work with the wider team to maintain focus, drive and enthusiasm.
- Assist in the management of fees and budgets across the business.
- Consider wider opportunities for business development or commercial opportunities, including potential funding opportunities

## **KNOWLEDGE & SKILLS REQUIRED**

- An ability to demonstrate extensive knowledge and understanding of the public sector funding landscape and the strategic issues affecting economic development and regeneration in areas of need.
- Qualified at least to degree level, or extensive experience, with keen interest in placemaking, communities and regeneration as a driver for growth.

## **JOB DESCRIPTION**

---

- Excellent organisational skills, with the ability to work at pace and under pressure and to meet challenging deadlines and deal with unexpected events.
- An efficient and effective negotiator with the ability to manage and influence with experience of working with multi-disciplinary teams to achieve shared outcomes.
- Strong oral and written communication skills.
- A sound understanding of the requirements for fund-bidding and of the business cycles for the allocation of new funds, including the uses and content of business cases
- Strong attention to detail with ability to assimilate, interpret and present data.
- Strong organisational skills both at business and project level.
- A demonstrated track record of negotiating and influencing internal and external stakeholders

## **RELATIONSHIPS**

- Executive and Senior Management Team
- Peel L&P
- Combined Authorities
- Local Authorities
- Homes England
- Government departments- MHCLG, DBEIS etc
- Loan providers and agents
- Investors/Pension Funds
- Banks
- Homes England/MCHLG

---

**Manager**

**Employee**

---

**Date**

**Date**