

HCA ROLE PROFILE

Role	Specialist Portfolio Manager	Directorate	HCA-I
Reports To	Senior Specialist Portfolio Manager	Section	Portfolio Management
Post Reference	5I0095, 5I0096, 5I0097, 5I0098	Grade	Manager

Purpose of the Role

Give a brief overview of the job, its context in the HCA and the contribution it makes

The Portfolio Manager is responsible for the monitoring and management of a portfolio of lending/recoverable investments with a focus on the housing sector – predominantly development and infrastructure lending. The role covers management of debt (and some equity investments).

The post will report directly to the Senior Manager Portfolio Management, HCA-I.

There is a requirement for regular interaction with external stakeholders, including project developers, fund managers and other key partners involved in housing and regeneration, as well as internal stakeholders and reporting to senior management.

Key metrics of the role will include :-

- Supporting the Management of the £1bn SME element of the Home Building Fund] **OR** Supporting the Management of the £2bn Infrastructure element of the Home Building Fund]
- Supporting the delivery of up to [25,500] / [160,000] new homes across England during the current parliament.

The Directorate is forecasting to invest and manage a portfolio of c. [£24bn] over the next 5 years.

Main Duties and Key Accountabilities of the jobholder

List the main duties below

The post holder will support Senior Portfolio Management in:

- Maximising the performance and recovery of the portfolio of investments
- Adhering to best practice portfolio management tools and processes
- Monitoring and maintaining relevant metrics for portfolio Data composition analysis and performance review
- Executing systems and processes for the portfolio management function
- Producing regular portfolio updates
- Close project monitoring (including cashflows and surveyor's reports, etc) to ensure amounts due are paid in line with the legal agreements
- Forecasting of receipts as well as other portfolio reporting responsibilities
- Responding to any additional information requests on portfolio composition and performance
- Providing feedback into subsequent rounds of policy development, informed by knowledge of the portfolio (e.g. geographical concentration risk, etc.)
- Identifying risk mitigation strategies
- Raising early warnings for potentially distressed positions
- Advising the finance function with regards to relevant portfolio issues
- Assisting with restructuring distressed positions
- Scenario and stress testing analysis

Working Relationships and Contacts

Outline the important relationships that the jobholder must maintain and the sort of issues that must be communicated on and/or engaged with

The post holder must maintain good working relationships with a range of key partners including, property developers / house-builders / investors. In addition, the post holder should maintain strong links with internal staff and pass on knowledge, skills and experience in connection with successfully undertaking this role. The post holder may have some contact with officials at DCLG and possibly other Government Departments.

Role Requirements

Qualifications (academic and professional, knowledge, skills and experience required to do the job)

Qualifications (academic and professional)

- Essential: Degree level qualification or equivalent experience
- Desirable: Qualified Surveyor (Chartered Surveyor), Banker (e.g. Chartered Banker), Accountant (e.g. Chartered Accountant), or similar.

Knowledge, Skills and Experience

Essential

Experience in:-

- a lending or investment organisation with a focus on the property sector including:
 - Working (and ideally setting up) portfolio management processes and systems
 - Monitoring portfolio performance
 - Close project monitoring (including cashflows and surveyor's reports, etc) to ensure amounts due are paid in line with the legal agreement
 - Experience of reviewing contracts
 - Forecasting of receipts as well as other portfolio reporting responsibilities
 - Preparing and presenting detailed performance analysis
 - Preparing and presenting concentration analysis on different metrics (e.g. geography, investment type, etc.)
 - Identifying early signs of distress, which may subsequently result in interest payment delays /counterparty default
 - Scenario testing / planning
 - Ability to work to tight deadlines
 - Team player

Desirable:

Experience in:-

- Scoping, structuring, pricing and assessing property investment projects
- Handling distressed positions, including working with banks/developers to renegotiate terms and implementing exit strategy in order to maximise recovery

Specialist knowledge of:

- UK housing market: new build, rented and affordable segments
- Regeneration and land investment
- Key UK investors and lenders
- Current market dynamics
- Public policy, public financing or regulatory experience, especially land and property.

HCA Competency Framework - Please see effective behaviours Manager for further detail

Strategic Thinker

- Considers and understands own role and contribution in delivering the HCA priorities and the bigger picture.
- Looks for patterns and relationships across differing and varied sources; continually develops clear strategies and plans for the future

Creative Thinker

- Challenging the conventional way of doing things
- Generates new ideas and commercial solutions in order to improve performance and delivery.

Analysis and Planning

- 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.
- Works quickly and accurately through the planning and prioritising of own workload.

Networking and Influencing

- Proactively develops robust relationships with stakeholders and partners; creates and develops these relationships to increase and broaden spheres of own and HCA influence.
- Shows sound emotional maturity which has a positive impact when working with stakeholders.

Communication

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

Focus on results

- Achieves results through a positive approach.
- Focuses on goals and targets.
- Looks critically at systems, policies, processes and procedures.
- Is able to contextualise KOPs and use to drive successful outcomes and improvements.
- Enables effective teamwork by encouraging the team to achieve more through combined efforts than by the sum of all their individual parts.
- Ensures Performance Management processes are used to support and improve staff development, competency and results.

General Responsibilities

Standard to all HCA role profiles

- To adhere to the HCA's Equality and Diversity and Equal opportunities policies in all activities and to actively promote equality of opportunity.
- To be responsible for your own health and safety and that of your colleagues and all others in the workplace, in accordance with HCA Health and Safety policies.
- To demonstrate HCA core values in all working relationships within the workplace
- To work in accordance with the HCA Data Protection Policies and adhere to the HCA Freedom of Information policies where appropriate.
- To undertake such other duties as may be reasonably expected.