**Job title: Housing Transactions Manager**

**Grade: 10**

#### Directorate: Housing and Land

**Unit: Programme, Policy & Services**

#### Job purpose

Reporting to the Senior Manager (Housing Transactions), the Housing Transactions Manager will work as part of the team responsible for contractually tying down commitments to deliver several GLA funding programmes. The role requires commercial expertise in residential property development and will involve close liaison with London Boroughs, housebuilders, Registered Providers and their funders.

#### Principal accountabilities

1. Close and effective management of the development, negotiation and agreement of the property and/or funding contracts in partnership with the relevant Heads of Area, Senior Area Managers and Area Manager.
2. Provide appropriate professional and technical advice, guidance and support across the directorate teams on contracting proposals.
3. Professionally appraise project proposals and prepare reports for approval.
4. Regular and accurate reporting of contract development, including outputs, budgets, risks etc. including approval/update papers for internal approval.
5. Commission and manage external specialist services as required.
6. In partnership with the relevant Heads of Area, Senior Area Managers and Area Managers, assess prospective development partners, make recommendations to the appropriate decision-making forums and negotiate agreements with partners, acquisitions/disposals, drawing on legal and other expertise as required.
7. Work to optimise the employment, training and economic growth potential in all contracting arrangements.
8. Realise the benefits of London’s diversity by promoting and enabling equality of opportunities and promoting the diverse needs and aspirations of London’s communities.
9. Take a flexible approach to undertaking the duties and responsibilities of the job and participate in multi-disciplinary, cross-department and cross organisational groups and project teams as required.

**Accountable to:** Senior Manager (Housing Transactions)

**Accountable for:** Staff and resources allocated to the post

**Principal contacts:** External stakeholders including London Boroughs, housebuilders, Registered Providers, funders of residential development, consultants and contractors

###### Person specification

**1. Technical requirements/experience/qualifications**

1. Appropriate Degree level qualification and/or appropriate professional qualifications/membership (e.g. RICS) and/or demonstrable and relevant experience and skills.
2. Understanding of, and experience in, negotiating and managing agreements for the development and/or financing of residential property.
3. Experience of financial analysis of the development of residential property and/or complex structures (including joint-ventures etc.).
4. Experience of managing an investment programme and detailed project management experience.
5. Experience of effective relationship management and negotiating complex agreements.

**2. Behavioural competencies**

**Building and Managing Relationships**

.. is developing rapport and working effectively with a diverse range of people, sharing knowledge and skills to deliver shared goals.

### Level 2 indicators of effective performance

* Develops new professional relationships
* Understands the needs of others, the constraints they face and the levers to their engagement
* Understands differences, anticipates areas of conflict and takes action
* Fosters an environment where others feel respected
* Identifies opportunities for joint working to minimise duplication and deliver shared goals

**Stakeholder Focus**

… is consulting with, listening to and understanding the needs of those our work impacts and using this knowledge to shape what we do and manage others’ expectations.

Level 2 indicators of effective performance

* Seeks to understand requirements, gathering extra information when needs are not clear
* Presents the GLA positively by interacting effectively with stakeholders
* Delivers a timely and accurate service
* Understands the differing needs of stakeholders and adapts own service accordingly
* Seeks and uses feedback from a variety of sources to improve the GLA’s service to Londoners

**Problem Solving**

… is analysing and interpreting situations from a variety of viewpoints and finding creative, workable and timely solutions.

Level 2 indicators of effective performance

* Processes and distils a variety of information to understand a problem fully
* Proposes options for solutions to presented problems
* Builds on the ideas of others to encourage creative problem solving
* Thinks laterally about own work, considering different ways to approach problems
* Seeks the opinions and experiences of others to understand different approaches to problem solving

**Planning and Organising**

… is thinking ahead, managing time, priorities and risk, and developing structured and efficient approaches to deliver work on time and to a high standard.

Level 2 indicators of effective performance

* Prioritises work in line with key team or project deliverables
* Makes contingency plans to account for changing work priorities, deadlines and milestones
* Identifies and consults with sponsors or stakeholders in planning work
* Pays close attention to detail, ensuring team’s work is delivered to a high standard
* Negotiates realistic timescales for work delivery, ensuring team deliverables can be met

**Organisational Awareness**

Level 2 indicators of effective performance

* Challenges unethical behaviour
* Uses understanding of the GLA’s complex partnership arrangements to deliver effectively
* Recognises how political changes and sensitivities impact on own and team’s work
* Is aware of the changing needs of Londoners, anticipating resulting changes for work agendas
* Follows the GLA’s position in the media and understands how it impacts on work

**Responsible Use of Resources**

… is taking personal responsibility for using and managing resources effectively, efficiently and sustainably.

Level 2 indicators of effective performance

* Continually looks for opportunities to work more efficiently and sustainably
* Reduces team impact on the environment by implementing methods for reducing use of, reusing and recycling resources
* Improves local processes to maximise use of resources
* Monitors and stays within budget at all times

**Reasonable adjustment**

Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.