**Job Description**

**Job title: Housing Investment Reporting Manager**

**Grade: 9**

**Post number: 3134**

#### Directorate: Housing and Land

**Unit: Housing**

#### Job purpose

Reporting to the Senior Housing Investment Manager, the Housing Investment Reporting Manager will work as part of the team responsible for contractually tying down commitments to deliver the land and investment programmes including the Homes for Londoner’s Land Fund. The team will provide support to staff in the Housing & Land Directorate through the due diligence process for specific interventions and ensure consistency across transactions. The role requires the support, management, monitoring and review of programme expenditure against budgets and delivery outputs during the pre-contract phase of delivery. The role is also required to support colleagues in the Transactions Team in the negotiation, agreement and management of individual contracts.

#### Principal accountabilities

1. Manage, monitor, and report on all aspects of the land and investment transactions during the pre-contract phase of the programme.
2. Manage, monitor and report on expenditure against programme, budget and outputs, including the identification and management of risk and/or issues that may impact on the performance or delivery of the programme during the pre-contract phase of the programme.
3. Lead in the preparation, creation and/or modelling of reporting templates spreadsheets or other documents necessary for reporting on the land and investment transactions.
4. Prepare reports for approval purposes in relation to the land and investment transactions, including approval/update papers for SMT, Housing Investment Group, Investment & Performance Board, Mayoral Decision, etc.
5. Be the contract lead and single point of contact for the co-ordination and analysis of information in relation to the land and investment transactions.
6. Produce accurate, consistent and timely response to queries from other teams within the Housing and Land Directorate, Freedom of Information Requests, Mayoral Questions and the GLA more generally in order to ensure responses are in line with Mayoral and Directorate policies.
7. Support colleagues as required in the Transactions Team in the negotiation, agreement and management of individual contracts.
8. Liaise with colleagues within the Directorate, the GLA more generally and external parties as required in order to facilitate the delivery of the Housing Zones programme during the pre-contract phase of the programme.
9. 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.
10. 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 Housing Investment Manager

**Accountable for:** Resources allocated to the post

**Principal contacts:** Staff internal to the GLA

###### Person specification

**Technical requirements/experience/qualifications**

1. Appropriate degree level qualification and/or appropriate professional qualifications (e.g. accountancy qualification)/membership and/or demonstrable and relevant experience and skills.
2. Project management experience.
3. Experience of effective relationship management.

**Behavioural competencies**

**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.

**Managing and Developing Performance**

… is setting high standards for oneself and others, guiding, motivating and developing them, to achieve high performance and meet the GLA’s objectives and statutory obligations.

Level 2 indicators of effective performance.

* Seeks opportunities to develop professional skills and knowledge and encourages team to do so.
* Ensures own and others’ workloads are realistic and achievable.
* Provides staff with clear direction and objectives, ensuring they understand expectations.
* Recognises achievements and provides constructive feedback and guidance.
* Gives staff autonomy and confidence to perform well and to their potential.

**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.

**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.

**Research and Analysis**

… is gathering intelligence (information, opinion and data) from varied sources, making sense of it, testing its validity and drawing conclusions that can lead to practical benefits.

Level 2 indicators of effective performance.

* Proactively seeks new information sources to progress research agendas and address gaps in knowledge.
* Grasps limitations of or assumptions behind data sources, disregarding those that lack quality.
* Analyses and integrates qualitative and quantitative data to find new insights.
* Translates research outcomes into concise, meaningful reports.
* Identifies relevant and practical research questions for the future.

**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.