

ADVANCE NORTHUMBERLAND ROLE PROFILE

ROLE TITLE: Head of Investments

EMPLOYER: Advance Northumberland Commercial

RESPONSIBLE TO: Director of Economic Growth and Investments

RESPONSIBLE FOR: - Senior Investment Manager

PLACE OF WORK: Wansbeck Workspace

<p>Role Purpose</p>	<ul style="list-style-type: none"> • To lead on the delivery of Advance Northumberland’s Economic Growth and Investments strategy including all commercial land and property acquisition, property development, disposal and commercial investment activities. • To contribute to the achievement of long, medium- and short-term land and property acquisitions, disposal, strategic asset management and investment plans in accordance with the organisation’s policy and corporate objectives. • To build strategic partnerships with internal and external customers, including representatives from NCC, Advance Northumberland Board, professional bodies, professional consultants and the community to ensure strategies are joined up and aligned with wider plans. • To lead on the acquisition, creation and development of commercial and development investments to generate a suitable return on investment and achieve income projections, in accordance with Advance Northumberland’s Corporate Strategy and medium-term financial plan. • To develop, design and prepare detailed business cases and plans to support and deliver commercial investment, adopting creative approaches to leverage in and secure both private and public funding. • Identify, procure, motivate and manage external consultants to deliver positive outcomes
<p>Dimensions</p>	<ul style="list-style-type: none"> • Concurrent and consecutive commercial property projects of varying sizes in different locations. • Contributing positively to the Advance Northumberland Estate with a high asset value. • Area of responsibility covers a growing portfolio of commercial assets and developments. • Increasing and improving commercial capital values and revenue streams.
<p>Principal Duties</p>	<ul style="list-style-type: none"> • Taking the lead on and working with the Director of Economic Growth and Investments to identify and secure opportunities for strategic investment, utilising a wide range of land, property and assets and in accordance with Advance Northumberland’s Corporate Strategy, regeneration plans and aspirations.

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- Adhere to robust due diligence processes established for the approval of key projects to ensure the relevant land or property investment is sound for the purposes of loan security, to identify any risks inherent in the transaction or asset and mitigate these where possible and to comply with applicable statutory or regulatory requirements.
- Apply critical diligence and maintain appropriate records to ensure efficient financial management, cost control and income generation to maximise profit.
- To lead on the production of business cases from an investment planning, risk management, resource and cost perspective.
- To lead on the tendering and contract process as required in the context of strategic property management.
- Contribute to budget management for strategic delivery and monitor performance against target, whilst taking action to achieve outcomes on time and within budget.
- Maintain appropriate documents and records relating to strategic land and property, investments for the efficient transfer to the Finance, Estates and Development Teams.
- Maintain a working knowledge of Health and Safety legislation and promote compliance with high standards of health and safety.
- Development of effective relationships with stakeholders, including tenants, contractors, internal and external customers and professional bodies.
- Establish and maintain an active network of private sector property professionals that provide expertise in various disciplines including estate management, investment, valuation, estate agency, housing, building surveying, planning, public sector asset management etc.
- Champion and contribute to the provision of an exemplary service and enhance the customer journey and experience.
- Deliver an innovative and resourceful approach to identify sources of information and respond to customer demand, whilst challenging perceptions and leading change.
- Represent Advance Northumberland at meetings with external agencies and prepare reports and documentation for such meetings as required.
- Remain up to date with, and adhere to, relevant legislation and apply best practice principles associated with the strategic property agenda.

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Key Competencies	
Knowledge and Development	<ul style="list-style-type: none"> • Qualified to relevant degree level in Investment Surveying (or equivalent) • Member of the Royal Institution of Chartered Surveyors (RICS). • Proven property valuation and analysis skills, covering a broad understanding of all matters relating to property development and investment. • Project management experience, including land and property acquisitions and disposals, procurement and contract management. • Good technical knowledge of landlord and tenant, property law and land economics • Proven report writing skills • Wide range of sector experience including commercial projects essential. • Champion and contribute to the provision of an exemplary service and enhance the customer journey and experience. • Deliver an innovative and resourceful approach to identify sources of information and respond to customer demand, whilst challenging perceptions and leading change. • Demonstrate effective negotiation, influencing and communication skills at all levels. • Proven experience of managing budgets and financial control. • Experience of People Management including a proven ability to identify, procure, motivate and manage external consultants to deliver positive outcomes

The information contained within the role profile provides a summary of the principle duties and responsibilities associated with the post. The role profile may change to meet operational demand and business needs, and any material change will be subject to discussion and consultation.

All role profiles, and the associated duties, are bound by the Advance Northumberland People and Corporate Policies.