



HSPG

INSPIRED BY YOU

ROLE

MANIFESTO:

JOB ROLE

Job Title: Acquisition Analyst (Affordable Housing)

Reports to: Head of Affordable Acquisitions

Reports:

Base:

Working hours: 37.5 hours per week.

Salary:.

Time Scale: full time, permanent.

Start date:.

Benefits:

25 holiday days per year; Team social events and trips;
Wellness allowance of £35 per month in Manchester; £70 in London;
Private healthcare subsidised 50% by HSPG; Healthy snacks in the office (if office-based); Monthly supper clubs with Deliveroo provided;
On-site parking (if Manchester-based); Employee referral scheme.

Our Vision: : 'Affordable Housing' is a division of HSPG which provides Acquisition, Financing and Management to Funders, Local Authorities and Residents. By April 2023, will have contractually committed to £300m of property across England. Our Mission is to enable people to live fulfilled lives in their community

CORE MISSION OF THIS ROLE: to source new deal opportunities nationwide through a network of house builders, developers and agents with whom you will build great, long lasting relationships. You will personally manage the deal process from site identification through to legal exchange/completion, which means you will have a detailed knowledge of the contractual/legal processes involved. You will prepare bid packs ready for presentation to our Investment Committee, and will be confident presenting these deals to the IC when the time comes. We have ambitious growth plans and you will quickly become part of a small team of Acquisition Associates who originate and manage deals regionally or nationwide .



Our Behaviours (please assess against the fully unpacked list of behaviours below) :



**SHOW
ENTHUSIASM**



**LOVE TO
CHALLENGE
THE NORM**



**STRONG
OPINIONS,
HELD LIGHTLY**



OWN IT



**SUPPORT,
NURTURE
& RESPECT**

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Rate the candidate against each of the above in the interview (+ = strong; +/- = unsure; - = unlikely). Please add helpful comments/notes/observations for other interviewers to refer to.



<p>You're ambitious for yourself and the business: striving to drive your own career and the overall business mission forwards</p> <p>Get involved! Contribute to your department, don't just wait to be asked to do something. Ask questions, step up and immerse yourself</p> <p>Start interactions with enthusiasm, expecting a positive outcome</p> <p>This doesn't mean you have to be loud and shout about everything, but be positive and driven in your own personal way</p> <div style="text-align: center;">  <p>SHOW ENTHUSIASM</p> </div>	<p>Be 'big picture thinking' and eager to learn</p> <p>Never be afraid to ask a question</p> <p>Understand that a difficult conversation may be required to challenge the norm</p> <p>Listen hard and build on other people's ideas</p> <p>Love to be challenged as well as challenge</p> <div style="text-align: center;">  <p>LOVE TO CHALLENGE THE NORM</p> </div>	<p>Be prepared to change your opinion: focus on achieving a positive company outcome, not 'get your own way'</p> <p>Be humble</p> <p>Balance your instinct with research and data</p> <p>Treat each failure as a learning opportunity</p> <div style="text-align: center;">  <p>HAVE CONFIDENCE AND CONVICTION AROUND YOUR OPINIONS</p> </div>	<p>Do what you said you'd do</p> <p>Take responsibility for your own business within the business: understand how it impacts the wider mission</p> <p>Know when to ask for help</p> <p>Remember: you get out what you put in</p> <p>Act fast but with good judgement</p> <p>Always show a united front for HSPG: disagree privately</p> <div style="text-align: center;">  <p>OWN IT</p> </div>	<p>Treat everyone as you would expect to be treated</p> <p>Provide your team and peers with the tools and opportunities to grow and develop</p> <p>Recognise and celebrate each other's successes and have each other's backs</p> <p>Do the right thing, even when no-one is looking</p> <p>Take a broader interest in the people around you</p> <div style="text-align: center;">  <p>SUPPORT, NURTURE & RESPECT</p> </div>
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THE ROLE - OBSESS & EXCEL LIST

What does the person in this specific role need to Obsess over or Excel at in order to be really successful?

1. Start to builds lasting relationships based on mutual trust
2. Contribute to pipeline and deal flow
3. Attention to the fine appraisal details of every scheme
4. Hunger for agreeing deals
5. Negotiating deals that leaves both sides winning, and the other side wanting to come back for more
6. Prepare bid packs for Investment Committee



Rate the candidate against each of the above in the interview (+ = strong; +/- = unsure; - = unlikely). Please add helpful comments/notes/observations for other interviewers to refer to.

1.	2.	3.	4.	5.	6.

What is the expected outcome of their contribution, of the promise they are making to you? How will you know if they achieved the outcome?

Outcomes	Metrics	Ratings/Comments
<p>0-3 months</p> <ol style="list-style-type: none"> 1. Know the appraisal system inside & out (thorough understanding of the model) 2. Start putting IC bid packs together 3. All appraisal and folders to be up to date 4. Engage with current contacts for new potential opportunities 	<p>0-3 months</p>	
<p>Within 6 months</p> <ol style="list-style-type: none"> 1. Present deals to the IC 2. Sourcing new opportunities with new/old relationships (housebuilders, developers and agents) 	<p>Within 6 months</p> <ol style="list-style-type: none"> 1. Due diligence of schemes (Own it) 2. Presenting skills 	
<p>9-12 months +</p> <ol style="list-style-type: none"> 1. Own at least 15-20% of the deal pipeline 2. Has exchanged or completed on £20m of deals you originated yourself 3. Added 30 new relationships in the CRM 	<p>9-12 months +</p> <ol style="list-style-type: none"> 1. Within 9 months 2. Within 12 months 3. Each of the 30 must have a clear deal opportunity associated with them. Within 12 months 	



FINAL CHECK – do they:

GET IT – understand the role and what it entails?

Yes	No	Maybe	Comments

WANT IT – based on the right package, are they excited to do this?

Yes	No	Maybe	Comments

HAVE THE CAPACITY – in the context of other work and life commitments (or other factors), do you think they are able to fulfil the potential of this role?

Yes	No	Maybe	Comments



Additional comments/notes: