**ROLE:** Portfolio Manager, Property and Infrastructure

**GRADE:** C - £40,000 - £70,000 depending on experience, plus LGPS DB pension scheme

**Date:** March 2018

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| **Role** | **Need to do** | **Need to know** | **Values and Behaviours** |
| **Purpose:**This role is part of the Investment Team within the Property and Infrastructure Team as a Portfolio Manager. Based in the Midlands (ideally in Wolverhampton or alternatively in our Matlock office), the successful candidates will report to the Investment Director, Infrastructure and Property.You will work with your peers in the Infrastructure and Property Investment Team to support the build out of a professional, high performing investment function. Specific responsibilities will include working on investing in the Property and Infrastructure Funds and Direct investments, overseeing the Infrastructure and Property investment portfolio and ensuring the investments’ adherence to responsible investment and risk and compliance policies set by the Investment Committee within the Infrastructure and Property Fund investments for which you are responsible.**Financial*** N/A

**Non-Financial*** Health and Safety
* Performance management and reporting

**Delegated Authority Levels:*** N/A

**Reports to:** * Investment Director, Property and Infrastructure

**Relationships Internal:** * Executive Directors, Board, Non-Executive Directors, Heads of Service, Portfolio Managers and other members of LGPSC Ltd staff
* Stakeholders and Clients
 | **Outcomes:*** Assist the team in the Management of the LGPS Central Infrastructure Fund and Property Fund.
* Document and ensure that you meet the investment targets of the Partner Funds in respect of the Property and Infrastructure Funds.
* Under the supervision of the Investment Director, integrate, document and maintain the Investment Committee’s investment policies applicable to the asset classes/portfolios for which you are responsible, in addition to observing the house policy on Responsible Investment and Engagement.
* Always manage risk and compliance in accordance with the Company’s Risk and Compliance Framework.
* Run your Investments in a manner which will deliver value for money for Partner Funds whilst identifying opportunities to improve the risk adjusted returns after charges in the Infrastructure Fund.
* Provide documented assurance to the Investment Director, that your investments are managed within the parameters set in the Prospectus and the IMA, and in accordance with the Company’s policies.
* Contribute to a rigorous culture of high performing, collaborative, research based and responsible investing across the Investment Team.
* Be an ambassador for LGPS Central within the investment community, Partner Funds and with regulators and key stakeholders.
* As directed by the Investment Director, implement the creation of new external mandates or the retender or consolidation of existing external mandates.
* Always follow the manager selection, appointment, monitoring, reporting, retender and transition framework (the “Manager of Managers Process”) set by the Investment Director, Manager of Managers and Absolute Return.
* Compile performance reports and associated commentary.
* Carry out financial, legal and commercial due diligence on target investments at the request of the Investment Director.
* Take ownership of tasks the Investment Director asks you to manage, for example, regulatory work, investment analysis, manager selection, portfolio reporting, investor relations and strategy development.
* Under the direction of the Investment Director, deliver a transparent, auditable and repeatable investment process.
* Line manage Investment Analysts and assist in their development.
* Perform any tasks commensurate with the role.
 | **Skills/Knowledge/Experience/Competence:*** Experience of investment/financial analysis within Private Markets, especially Property and Infrastructure, preferably gained with an asset manager or other financial institution.
* Demonstrated skill in originating, analysing and recommending investments, documenting the rationale for making investments and monitoring them once selected.
* High degree of professional ethics, integrity and gravitas.
* Excellent judgement and analytical skills.
* First class interpersonal, collaborative and communication skills.

**Qualifications*** Relevant degree and/or professional qualification.
* IMC gained and working towards CFA qualification or similar/or relevant investment experience would be a plus.
 | **Values:*** Integrity
* Service Delivery
* Supportive Workplace
* Togetherness
* Outward Focus

**Behaviours:*** Open, fair and transparent
* Honest and trustworthy
* Empowered in making right decisions
* Accountability for results and delivery
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LGPS Central Limited provides an exciting, supportive and family-friendly working environment, and we are committed to helping our people achieve their full potential and a healthy work-life balance. We are an inclusive employer and offer equal opportunities to all regardless of an individual’s age, disability, gender identity, marriage or civil partnership, status, pregnancy or maternity, race, religion or belief, sex and sexual orientation. Candidates who declare that they have a disability and who meet the essential criteria for the job will be offered an interview.