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| **ROLE Title:****GRADE/salary:** | STEWARDSHIP MAnagerSalary and Benefits – Grade C £40,000 - £70,000Pension: LGPS Defined Benefit |  | **Date:** February 2019 |
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| **Role** | **Job Specification** | **Person Specification** | **Values and Behaviours** |
| *Overview*Based in the Midlands (Wolverhampton or Matlock investment offices), an experienced and entrepreneurial Stewardship Manager will be a key hire in LGPS Central’s Investment Team. Working in an RI-integrated investment function, the Stewardship Manager will have responsibility for the design and delivery of an Annual Stewardship Plan which supports the Company’s investment objectives and delivers for our partner funds.The role will support the internal portfolio management function, providing bespoke engagement and voting services that home in on financially material environmental, social and corporate governance investment factors. The Stewardship Manager will also oversee key relationships including with our third-party stewardship provider, and our strategic partnerships. This is an opportunity for an experienced candidate that enjoys a significant degree of role-autonomy and is excited by the prospect of taking ownership of a major piece of company strategy. *Career trajectory:** Formal training and progression to investment management qualifications
* Opportunities for vertical and horizontal career progression
* Development of the stewardship function as the company grows, including direct reports and budget responsibility

*Reports to:* Director of Responsible Investment & Engagement (which reports to the Chief Investment Officer)*Relationships Internal:* Investment Directors, Senior Portfolio Managers, Portfolio Managers, Chief Investment Officer*Relationship External:*Partner funds, third-party stewardship provider, research providers, investee companies, policy makers, external fund managers, LGPS Central’s strategic partnerships including PRI, IIGCC, TPI, CA100+, LAPFF, etc | *First Class Stewardship** Develop and execute an Annual Stewardship Plan, working with the Director of Responsible Investment & Engagement, CIO, fund managers, and partner funds
* Engage with investee companies on financially material issues to enhance internally-run portfolio management
* Oversee the voting function in partnership with our third-party stewardship provider, including development of region-specific voting policies
* Design and deliver against Stewardship Themes
* Engagement with policy-makers
* Oversee stewardship reporting & disclosure
* Working with Investment Directors, integrate stewardship into new investment products designed for partner funds
* Stewardship of private markets: application of stewardship techniques to asset classes other than listed equities and corporate fixed income
* Ensure compliance with our Stewardship Code statement

*Wider Remit** Assist partner funds with evidence-led consultancy service
* Industry participation including conference speaking, joining external advisory committees, etc
* Engage with key partner organisations including IIGCC, TPI, PRI, CA100+, LAPFF, etc
* Contribute to a culture of high performing, collaborative, research-based investing across LGPS Central Limited
 | *Experiences & Attributes** Track record of engaging company boards and senior management on financially material issues
* Understanding of the shareholder voting process and its relevance for long-term investors
* Excellent communication, including to senior personnel internally & externally
* Motivated by the prospect of taking the initiative to design and implement a leading stewardship programme
* Analytical skills; ability to read company materials and to provide analysis, not description, in the language of investment management
* Combines full grasp of “standard” ESG factors and ability to think creatively outside of the standard lists of ESG issues
* Specialism in corporate governance or in climate risk an advantage
* Experience of working as an equity analyst in fund management (or other relevant institution including broker research), and/ or working for an engagement specialist
* Ability to command the respect of fund managers
* Organised; project management experience an advantage
* Procurement and contract management experience an advantage

*Qualifications:** Degree-level education
* IMC, CFA (any level), or other relevant investment qualification desirable
 | *Values:** Integrity
* Service
* Supportive Workplace
* Togetherness
* Outward Focus

*Behaviours:** Open, fair and transparent
* Honest and trustworthy
* Empowered in making right decisions
* Accountability for results and delivery
* Aspire towards partner fund expectations
* Fair treatment of staff
* Challenge status quo appropriately and work collaboratively
* New thinking and continuous improvement
* Centre of excellence
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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.