



ROLE: Portfolio Manager

GRADE: C

Date: March 2020

Role	Need to do	Need to know	Values and Behaviours
<p>Purpose: LGPS Central is looking for an Index Fund Manager to join the Investments team. Based in the Midlands (ideally in Wolverhampton or alternatively in Matlock), the successful candidate will report to the Investment Director (Passive and Factor Based Investment).</p> <p>You will work closely with the Investment Director and your peers in the Investments team to research, build and manage a range of professional, high performing index and factor-based funds.</p> <p>Financial</p> <ul style="list-style-type: none"> Supporting the Investment Director with the financial and performance management of the index and factor-based portfolios. <p>Non-Financial</p> <ul style="list-style-type: none"> N/A Health and Safety <p>Delegated Authority Levels: N/A</p> <p>Reports to:</p> <ul style="list-style-type: none"> Investment Director (Passive & Factor Based Investment) <p>Relationships Internal:</p> <ul style="list-style-type: none"> Executive Directors/ Board/NEDS/Heads of Service/Portfolio Managers and other LGPSC staff, Stakeholders and Clients 	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> Management of designated index funds or factor-based portfolios ensuring that portfolios adhere to all regulatory, investment and risk parameters and closely track the performance of the benchmark. Deputise for the Investment Director and Senior Investment Manager when necessary. Analyse index changes and corporate actions and develop suitable trading strategies to implement changes and cash flows. Prepare trade lists and execute single and multiple orders with brokers using a range of techniques including high touch, algorithms and program trading. Analyse and report trading performance using BTCA. Review and attribute fund performance and produce monthly and quarterly reports within agreed timescales. Work closely with Partner Funds to determine priorities and requirements for index and factor-based products. Support the Investment Director and Senior Investment Manager in the development of future index or factor funds launched by LGPS Central Limited. 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> Experience of passive fund management and advanced knowledge of indexation methodologies and portfolio construction. Strong technical and analytical skills with experience in an investment role in asset management or investment banking. Detailed knowledge of ETF and equity securities, FX and exchange traded derivatives. An understanding of fixed income fund management and trading would be useful. Good communication and experience of collaborative investment decision making in an FCA regulated environment. Demonstrates experience of contributing to and following policies on the selection of investments, documenting the rationale for making investments, portfolio construction, and portfolio monitoring and reporting. Understanding of middle and back office functions. Can evaluate performance and risk of investment portfolios objectively. Has or can meet all the requirements of being an FCA, CF30 approved person. 	<p>Values:</p> <ul style="list-style-type: none"> Integrity Client Focus Supportive Workplace Togetherness Cutting Edge <p>Behaviours:</p> <ul style="list-style-type: none"> Open, fair and transparent Honest and trustworthy Empowered in making right decisions Accountability for results and delivery



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	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Assist with the preparation of marketing and presentation materials. • Develop strong relationships with index providers and use expertise to undertake in depth research to assess and compare index products and market trends. • Provide product commentary and thought pieces relating to index products and developments in index and factor-based investing. • Support the investment team with improvements to existing products and the development and enhancement of investment systems. • Work closely with other teams within LGPS Central to facilitate the efficient transfer and transition of Partner Fund assets. • Contribute to a rigorous culture of high performing, collaborative, research based and responsible investing across the Investment team. • Provide support to the Deputy Chief Investment Officer and public markets teams as and when required. 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> • High degree of professional ethics, integrity and gravitas. • Team player • Excellent judgement and analytical skills. • Demonstrates first class interpersonal, people management and communication skills. • Excellent attention to detail and accuracy under time constraints. • Knowledge of Bloomberg or other financial data systems • Advanced Excel, PowerPoint, Word <p>Qualifications</p> <ul style="list-style-type: none"> • Degree level or equivalent. • IMC essential • CFA or equivalent qualification/relevant investment experience. <p>Regulatory SMCR certification</p> <ul style="list-style-type: none"> • Client Dealing Function • Material risk taker 	

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.