



ROLE: Portfolio Manager

GRADE: C. Salary and package competitive dependent upon experience.

Date: July 2020

Role	Need to do	Need to know	Values and Behaviours
<p><b>Purpose:</b> LGPS Central is looking for a Fixed Income Portfolio Manager to join the Investments team. Based in the Midlands (ideally in Wolverhampton or alternatively in Matlock), the successful candidate will report to the Senior Portfolio Manager (Fixed Income). You will work closely with the Senior Portfolio Manager and your peers in the Investments team to research, build and manage a range of professional, high performing fixed income funds.</p> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>Supporting the Investment Director with the financial and performance management of the fixed income portfolios.</li> </ul> <p><b>Non-Financial</b></p> <ul style="list-style-type: none"> <li>N/A</li> <li>Health and Safety</li> </ul> <p><b>Delegated Authority Levels:</b> N/A</p> <p><b>Reports to:</b></p> <ul style="list-style-type: none"> <li>Senior Portfolio Manager (Fixed Income)</li> </ul> <p><b>Relationships Internal:</b></p> <ul style="list-style-type: none"> <li>Executive Directors/ Board/NEDS/Heads of Service/Portfolio Managers and other LGPS staff, Stakeholders and Clients.</li> </ul>	<p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"> <li>Management of designated sub-funds / investment mandates ensuring that portfolios adhere to all regulatory, investment and risk parameters.</li> <li>Document and ensure that you meet the investment targets of the Partner Funds in respect of those sub-funds and mandates.</li> <li>Analyse the market and provide input into the positioning and trading of an active gilt portfolio.</li> <li>Work closely with Partner Funds to determine priorities and requirements for Fixed Income products.</li> <li>Support Senior Investment Manager in the development of future Fixed Income funds launched by LGPS Central Limited.</li> <li>Assist with the preparation of marketing and presentation materials.</li> <li>Develop strong relationships with external managers and index providers and use expertise to undertake in depth research to assess and compare Fixed Income products and market trends.</li> <li>Review and attribute fund performance and produce monthly and quarterly reports within agreed timescales.</li> <li>Deputise for the Senior Portfolio Manager when necessary.</li> </ul>	<p><b>Skills/Knowledge/Experience/Competence:</b></p> <ul style="list-style-type: none"> <li>Experience in trading in Fixed Income products and managing Fixed Income portfolios.</li> <li>Detailed knowledge of all Fixed Income asset classes including Government Bonds, Corporate Bonds, High Yield, Co-Cos, Loans and EMD</li> <li>Experience of contributing to and following policies on the selection of investments, documenting the rationale for making investments, portfolio construction, and monitoring and reporting.</li> <li>Good communication and experience of collaborative investment decision making in an FCA regulated environment.</li> <li>Strong technical and analytical skills with experience in an investment role in asset management or investment banking.</li> <li>Can evaluate performance and risk of investment portfolios objectively.</li> <li>Has or can meet all the requirements of being an FCA, CF30 approved person.</li> <li>High degree of professional ethics, integrity and gravitas.</li> <li>Team player</li> <li>Excellent judgement and analytical skills.</li> </ul>	<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>Integrity</li> <li>Client Focus</li> <li>Supportive Workplace</li> <li>Togetherness</li> <li>Cutting Edge</li> </ul> <p><b>Behaviours:</b></p> <ul style="list-style-type: none"> <li>Open, fair and transparent</li> <li>Honest and trustworthy</li> <li>Empowered in making right decisions</li> <li>Accountability for results and delivery</li> </ul>

	<ul style="list-style-type: none"> <li>• Support the investment team with improvements to existing products and the development and enhancement of investment systems.</li> <li>• Contribute to a rigorous culture of high performing, collaborative, research based and responsible investing across the Investment team.</li> <li>• Run your sub-funds / investment mandates in a manner which will deliver value for money for Partner Funds whilst identifying opportunities to improve the risk adjusted returns after charges in your portfolios.</li> <li>• Ensure that your portfolios are managed within the parameters set in the Prospectus and the IMA, and in accordance with the Company's policies and in accordance with the Company's Risk and Compliance Framework.</li> <li>• Be an ambassador for LGPS Central within the investment community, Partner Funds, and with regulators and key stakeholders.</li> <li>• When directed by the Senior Portfolio Manager, implement the creation of new external mandates or the retender or consolidation of existing external mandates.</li> <li>• 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.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrates first class interpersonal, people management and communication skills.</li> <li>• Excellent attention to detail and accuracy under time constraints.</li> <li>• Knowledge of Bloomberg or other financial data systems</li> <li>• Advanced Excel, PowerPoint, Word</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Degree level or equivalent / relevant level of experience</li> <li>• CFA</li> <li>• IMC</li> </ul>	
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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.