



ROLE: Head of Investment Operations

GRADE: D; Up to £85,000 PLUS DC Pension Scheme and 4x Life Ins

Date: January 2019

Role	Need to do	Need to know	Values and Behaviours
<p>As part of the finance and operations senior management team the Head of Investment Operations will have responsibility to ensure the effective and efficient workings of all aspects of investment operations support. This senior position will lead, manage and direct a small investment operations team in the delivery of excellent service to internal and external stakeholders and clients. The role includes execution of operational services as well as oversight of outsourced activities and suppliers and covers all middle office and back office activities for LGPS Central Limited.</p> <p>This key role will have significant influence in shaping the nature of the operational infrastructure of LGPS Central and will be able to make a substantial contribution to ensuring that the financial objectives of the Company are met.</p> <p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Departmental budget</li> </ul> <p><b>Non-Financial</b></p> <ul style="list-style-type: none"> <li>• Health and Safety</li> <li>• Team management</li> </ul> <p><b>Delegated Authority Levels</b></p> <ul style="list-style-type: none"> <li>• Appropriate levels for Head of Operations</li> </ul> <p><b>Reports to:</b> Chief Operating and Financial Officer</p>	<ul style="list-style-type: none"> <li>• Develop and manage a vendor and outsource oversight framework to include trading systems, middle office, transfer agency, fund administration, custodian, depositary</li> <li>• Ensure the completeness, accuracy and integrity of daily transactions, prices, NAV's, positions and values through robust control processes</li> <li>• Monitoring commercial arrangements with outsource service provider</li> <li>• Working with vendors to deliver cost effectiveness, scalability and support appropriate to the business</li> <li>• Management of all investment operations activities retained in-house</li> <li>• Engagement with investment team to ensure timely and efficient transaction processing and query management</li> <li>• Management of data integrity</li> <li>• Responsible for establishing and continually improving a robust internal control and operational risk management framework within internal investment operations and also within the oversight framework</li> </ul>	<p><b>Skills/Knowledge/Experience/Competence:</b></p> <ul style="list-style-type: none"> <li>• Held a senior role in asset management operations</li> <li>• Experienced in writing documentation for senior management</li> <li>• Knowledge of current investment operations processes</li> <li>• Experience of a wide range of asset classes including equity, fixed income, infrastructure, PE, property and derivatives</li> <li>• Experience of oversight of outsource providers, in particular middle office, fund administration, custodian and depositary.</li> <li>• Deep knowledge of the operational aspects of unitised fund products</li> <li>• Strong leadership skills</li> <li>• Effective communication and influencing skills</li> <li>• Experience of managing change</li> </ul> <p><b>Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Sound regulatory knowledge, especially of current regulations such as MiFID II, AIFMD, EMIR</li> <li>• Preferably degree level or equivalent in relevant discipline</li> </ul>	<p><b>Values:</b></p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Service Delivery</li> <li>• Supportive Workplace</li> <li>• Togetherness</li> <li>• Outward Focus</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>



<p><b>Relationships Internal:</b></p> <ul style="list-style-type: none"> <li>• Executive Directors/ Board/NEDS/Heads/managers/ staff</li> <li>• Stakeholders and Clients</li> </ul>	<ul style="list-style-type: none"> <li>• Training and development of staff</li> <li>• Development of MI dashboard and regular reporting for Committees and Boards</li> <li>• Manage department budget</li> <li>• Participation in change and development programmes</li> <li>• Work in close collaboration with the project team for new Products</li> <li>• To lead Operational Due Diligence meetings and participate in the on boarding of new managers</li> <li>• Completion of FCA regulatory documentation for new Fund Launches e.g. Prospectus</li> <li>• Providing advice and support to staff when dealing with process changes and management of exceptions</li> <li>• Ensure adherence to regulatory and industry best practice</li> <li>• Responsible for internal and external Audit reviews</li> </ul>		
---	---	--	--

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.