**ROLE:** Investment Analyst, Property and Infrastructure

**GRADE:** B - £25,000 - £40,000 depending on experience, plus LGPS DB pension scheme

**Date:** February 2018

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| **Role** | **Need to do** | **Need to know** | **Values and Behaviours** |
| **Role Purpose:**Based in the Midlands (ideally in Wolverhampton or alternatively in our Matlock office). The successful candidate will work closely with our Portfolio Managers and the Investment Director, Property and Infrastructure to deliver high quality Funds and Direct Investments.We offer Investment Analysts excellent prospectsfor professional development supported by theCompany, and career progression within the Investment Team.**Financial*** N/A

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

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

**Reports to:** * Senior Portfolio Manager and Portfolio Manager, Property and Infrastructure
* 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 Property and Infrastructure Team Portfolio Managers and Investment Director in meeting the investment targets of the LGPS Central Infrastructure and Property Funds.
* Assist in the integration and maintenance of the house view on Responsible Investment and the Risk and Compliance Framework into the investment process Portfolio Managers use within its Property and Infrastructure investments.
* Support the Portfolio Managers and Investment Director to provide assurance that the investments are managed within the parameters set in the Prospectus and the IMA, and in accordance with the Company’s policies.
* Promote LGPS Central within the investment community, Partner Funds.
* When directed by the Investment Director, Infrastructure and Property, assist in the implementation and the creation of new external mandates or the retender or consolidation of existing external mandates.
* Be familiar with and 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.
* Originate, Evaluate and recommend new investment ideas to the Portfolio Managers and the Investment Director.
* Assist the Portfolio Managers to implement the strategy and investment process of the Property and Infrastructure Funds.
* Carry out financial, legal, and commercial due diligence on target investments, at the request of the Portfolio Managers or the Investment Director.
* Undertake research as requested by the Portfolio Managers or Investment Director.
* Monitor portfolio to ensure compliance with the mandate.
* Embrace a culture of high performing, collaborative, research based and responsible investing across LGPS Central.
 | **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 or experience of working in a financial environment.
* 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
* Hard working
* Team player
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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.