**ROLE:** Investment Analyst, Fixed Income

**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, Fixed Income to deliver high quality Fixed Income 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, Fixed Income.
* Investment Director, Fixed Income

**Relationships Internal:** * Executive Directors, Board, Non-Executive Directors, Heads of Service, Portfolio Managers and other members of LGPS Central Limited staff
* Stakeholders and Clients
 | **Outcomes:*** Assist the Fixed Income Team Portfolio Managers and Investment Director in meeting the investment targets of the LGPS Central Limited Fixed Income 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 LGPS Central Limited’s Fixed Income 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 Limited within the investment community and in dealings with Partner Funds.
* When directed by the Investment Director, Fixed Income, assist in the implementation and the creation of new external mandates or the retender or consolidation of existing external mandates.
* Assist in the implementation and maintenance of new internally managed funds as they are created
* 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.
* Monitor various Fixed Income market sectors.
* Assist in portfolio construction.
* Assist the Portfolio Managers to implement the strategy and investment process of the Fixed Income Funds.
* 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 Limited.
 | **Skills/Knowledge/Experience/Competence:*** Experience of investment/financial analysis, especially Fixed Income, 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.