

ROLE: Responsible Investment & Engagement Senior Analyst (Stewardship)

GRADE: C Competitive, dependent upon experience plus LGPSC Pension

Date: July 2021

Role	Need to do	Need to know	Values and Behaviours
<p>Role Brief</p> <p>To join our organisation to support the work of the Responsible Investment & Engagement team with a focus on ESG Integration (Manager Selection and Monitoring). The person in the role will report to the Director of Responsible Investment.</p> <p>This role will be classified as a certified role under the Senior Managers Certification Regime (SMCR) and will be subject to Fitness and Propriety Assessments and any other such requirements as set out by the regulator.</p> <p>Financial</p> <ul style="list-style-type: none"> N/A <p>Non-Financial</p> <ul style="list-style-type: none"> Health and Safety <p>Delegated Authority Levels: N/A</p> <p>Reports to: Stewardship Manager</p> <p>Relationships Internal:</p> <ul style="list-style-type: none"> Investment Directors, SPM, PMs /Managers/Staff Stakeholders and Clients 	<ul style="list-style-type: none"> Assist the Head of Stewardship with the development and maintenance of the LGPS Central Voting Principles. Support timely communication of LGPSC stewardship related activities to stakeholders, including clients in accordance with established schedules. Assist the Head of Stewardship with the delivery of external reporting obligations including the LGPSC Annual Stewardship Report and the PRI Report. Provide analysis and vote decision recommendations for a set of priority votes (Voting Watch List) in accordance with LGPS Central Voting Principles and vote execution deadlines. Oversee and review execution of votes by third party providers utilizing an appropriate risk-based approach. Maintain day to day responsibility for managing the LGPS Central relationships with external Stewardship Providers on voting related matters and support annual review of services delivered. 	<p>Skills/Knowledge/Experience/Competence:</p> <ul style="list-style-type: none"> Educated to degree level in a relevant subject. Minimum 3 years' experience of working in Responsible Investment/ Stewardship/ Corporate Governance/ Proxy Voting. Experience of proxy analysis and vote execution. Experience of co-ordinating proxy voting processes and voting policy development Experience of leading engagements and engaging with external bodies. Comprehensive knowledge of corporate governance preferably including remuneration. Awareness of global Stewardship Codes and other stewardship-related legislation. Knowledge of external stewardship organisations and networks. Experience with proxy voting policies and procedures as well as vote execution. Experience of managing relationships with external research providers. Experience of working across teams with multiple internal stakeholders. 	<p>Essential:</p> <ul style="list-style-type: none"> Achievement drive Building relationships Continuous improvement Stakeholder focus Developing self Interpersonal & influencing skills Team working <p>Values:</p> <ul style="list-style-type: none"> We are a great place to work We are Client Focus ed We are Inclusive We are Ambitious <p>Behaviours:</p> <ul style="list-style-type: none"> Open, fair and transparent, acting with integrity. Doing the right thing. Honest and trustworthy

	<ul style="list-style-type: none"> • Respond to partner funds (client enquiries) in accordance with established deadlines. • Liaise with internal teams and external managers on the establishment of voting rights on new products and fund launches. • Work with Head of Stewardship on delivery of LGPS Central Annual Stewardship Plan including engagement on key Stewardship Themes. • Take responsibility for leading engagements with agreed investee companies across agreed themes. • Represent LGPS Central on collaborative engagements. • Participate in and contribute to ESG integration activities across LGPS internally and externally managed portfolios, including due diligence during external managers selection and monitoring. • Working with other RI Analysts in the team on integrating outputs from Climate Risk Monitoring into stewardship priorities (voting and engagement). • Develop relationships and grow partnerships with external stewardship bodies. • Co-ordinate and compile LGPS consultation responses to consultations as directed by the 	<ul style="list-style-type: none"> • Experience of managing a diverse workload with competing deadlines. • Strong attention to detail. • Strong written and verbal communication skills. 	<ul style="list-style-type: none"> • Empowered in making right decisions • Collegiate and Collaborative. • Valuing and treating everyone equally. • Listening to individual ideas to support growth. • Constructively challenging the status quo. Accountability for results and delivery <p>Friendly, honest and supportive.</p>
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	Head of Stewardship and Director of RI & Engagement.		
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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.