

## **Job description and person specification**

### **Job Title: LPFA Responsible Investment Manager**

### **Reports to: LPFA Funding and Risk Director**

This role combines oversight of RI reporting, adherence to LPFA's ESG policies and communications activity both internally and externally, principally in support of the LPFA's CEO activities. The role holder will work with, and report to, both LPFA's Funding and Risk Director (50%) and LPFA's Head of Communications and Engagement (50%).

**Purpose:** To be responsible for shaping LPFA's Responsible Investment (RI) activities and ensuring compliance with existing policies as set by the Board. To liaise closely with our outsourced investment manager to ensure LPFA's RI policy is actioned as effectively and transparently as possible. To ascertain wider LGPS and UK pension funds ESG activity and best practice and where appropriate, feed that into the maintenance of a highly effective, transparent LPFA RI position. To ensure LPFA policies, reports, engagement and achievements are fit for purpose and communicated effectively to all stakeholders and support the CEO in external engagement activities including public speaking, press and written communication.

### **Profile of ideal candidate:**

An energetic, proactive and self-motivated individual who is confident multi-tasker with a focus on improving outcomes for LPFA wherever possible. Knowledge and experience of investment markets, and ESG/responsible investment practices in particular. Collaborative and outcome-focused attitude. Able to communicate effectively with a wide range of audiences with very different levels of understanding. We are looking for a team player who has integrity, professionalism and the desire to make a difference.

### **Key Investment Responsibilities** (Reporting to the Funding and Risk Director):

- Review activity and reporting from the outsourced investment manager relating to RI.
- Liaise with LPFA's outsourced investment manager to influence its RI agenda and its support for LPFA's Climate Change and RI policies.
- Develop internal reporting or metrics for LPFA internal use.
- Advise the LPFA Investment Panel and LPFA Board on matters relating to RI.
- Develop and review the LPFA's policies on Responsible Investment and Climate Change.
- Represent LPFA on industry bodies including:
  - Institutional Investors Group on Climate Change (IIGCC)
  - Occupational Pensions Stewardship Council (OPSC)
  - Local Authority Pension Fund Forum (LAPFF)
- Assist the Funding and Risk Director in the preparation and delivery of LPFA's Investor Climate Action Plan (consistent with LPFA's commitment to net zero emissions).
- Support the LPFA CEO on production of analytics, research or messaging of RI for external messaging.

### **Key Communications Responsibilities** (Reporting to the Head of Communications and Engagement)

- Work as part of the communications team to deliver a programme of RI specific communications for all LPFA stakeholders within the LPFA's wider communications programme. This includes the development of LPFA's Responsible Investment report, a flow of web copy & case studies, internal event presentations, conferences, awards and media work.
- Work within the team's stakeholder programme to develop relationships with stakeholders and activist groups, demonstrating LPFA's commitment to RI and identifying areas for potential collaboration.
- Liaise with key stakeholders on external opportunities for LPFA messaging.
- Research other lgps funds and wider UK pension and financial institutions activity on EWSG/RI and climate change.

### **Person Specification**

1. This role requires regulatory and investment knowledge of Local Authority Pension Schemes, an understanding of the duties and responsibilities that underpin the UK pensions and in particular the work of LPFA and broad knowledge of Environmental, Social and Governance issues, particularly those relating to climate change, and how this influences investment decision making.
2. Professionalism – demonstrate high level of professionalism, due allocation of responsibility and integrity.
3. Collaboration and influencing – work effectively with a wide range of individuals both internally and externally to advance LPFA's RI agenda.
4. Communication – clear and effective spoken and written communication skills tailored to the needs of the audience.
5. Adaptability - the ability to work remotely, flexibly and proactively to demonstrate initiative independently and as part of a team.

### **Qualifications & Experience**

- As a minimum you will have 3 - 5 years relevant experience in Investment Management, in particular RI and ESG or a comparative organisation or function, experience of policy development or strategic investment experience.

### **Desirable**

- Ideally you will hold a relevant accountancy qualification (e.g. CIPFA, CIMA, ACCA) or a recognised investment qualification (e.g. CFA or Securities Institute). We are also interested in candidates with actuarial or consultancy background with strong focus on ESG and RI.

*Reasonable adjustment will be made to working arrangements to accommodate a person with a disability who otherwise would be prevented from undertaking the work.*