

Job Description

Job title:	Investment Officer
Team:	Investment
Reporting to:	Senior Responsible Investment Officer
Hours:	35 hours per week (Monday – Friday)
Contract type:	Permanent
Direct reports:	none

Overall Job purpose

To assist the Head of Investment Services, Senior Responsible Investment Officer and Investment Services Managers in the management of the investment of the pension fund, maximising performance and assisting in implementing NILGOSC's responsible investment strategy.

Key Activities

Post holders will be required to:

Fund Management

- To assist the Head of Investment Services, Senior Responsible Investment Officer and Investment Services Managers in the implementation and delivery of NILGOSC's investment strategy.
- To assist with monitoring and reporting on investment and fund manager performance.
- To assist with monitoring and reporting on investment costs incurred by the Fund.
- To assist with the selection, appointment and termination of investment managers, mandates and other relevant third-party providers.
- To assist with general Investment tasks including: recording investment income; arrangement of Powers of Attorney and document legalisation; and market opening.
- To assist with writing reports for the Committee.
- To monitor and review compliance with legislation, including investment related regulations, corporate governance codes, the Pension Regulator and other best practice guidance.
- To maintain the relevant investment sections of the website to ensure it is up-to-date and ensure timely publication of relevant material in accordance with the NILGOSC's publication scheme, being mindful of legal requirements and exemptions under the Freedom of Information Act (FOIA).
- To assist with identifying the need for legal action against investee companies and to oversee the co-ordination and monitoring of on-going class actions.
- To participate in specific projects within the areas of investment and responsible investment, as and when required.

Responsible Investment

- To assist with the implementation of NILGOSC's Responsible Investment policies in line with environmental, social and governance (ESG) and Stewardship best practice.
- To assist in ensuring NILGOSC's adherence with its responsibilities as a signatory and supporter of: PRI¹; CDP²; Climate Action 100+; UK Stewardship Code; IIGCC³; TCFD⁴; and AOC⁵, including assistance with reporting requirements.
- To implement the Committee's voting process, to include consideration of research materials, casting, recording and reporting on votes, engagement with investee companies, and assist with the annual review of the voting template.
- To liaise with: NILGOSC's Voting Provider; Investment and Fund Managers; Global Custodian and other third parties in relation to issues arising.
- To contribute to relevant responsible investment initiatives and consultations.

Team/Corporate Support

- To develop and maintain effective working relationships with other NILGOSC staff.
- To assist with dissemination of new legislation and procedures relevant to investment and responsible investment.
- To assist with the development and maintenance of a file plan for the effective management of NILGOSC's investment records and manage the integration of this with an Electronic Document Records Management System (EDRMS).
- To assist with management of the disposal of investment records in line with NILGOSC's Disposal Schedule.
- Assist with relevant procurement activity – to include assisting with the identification of needs, preparation of business cases, participation on tender panels and on-going contract management.
- Any other duties to support the Head of Investment Services, Senior Responsible Investment Officer or Investment Services Managers in the efficient performance of the Investment Team and carry out any other duties as required, including the interchange of duties to cover the leave or absence of other staff.
- To undertake responsibilities and process information/data in accordance with NILGOSC policies and procedures relating to information management (e.g. data protection, FOIA and information security).
- To assist with the recruitment and selection of staff to NILGOSC, including participation on shortlisting and interview panels.
- To support NILGOSC's Equal Opportunity and Equality and Diversity policies and procedures; be sensitive to other people's abilities, backgrounds, values, customs and beliefs; and promote a positive working environment in NILGOSC.

¹ PRI - UN supported Principles of Responsible Investment

² CDP - Carbon Disclosure Project

³ IIGCC - The Institutional Investors Group on Climate Change

⁴ TCFD – Taskforce on Climate-related Financial Disclosures

⁵ AOC – Asset Owners Council