

## Job Description

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<b>Job title:</b>	Investment Services Manager
<b>Team:</b>	Investment
<b>Reporting to:</b>	Head of Investment Services
<b>Hours:</b>	35 hours per week (Monday – Friday)
<b>Contract type:</b>	Permanent
<b>Direct reports:</b>	1

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### Overall Job purpose

To manage NILGOSC's global alternative asset investment portfolio including the provision of strategic and technical advice to the Committee.

To lead on NILGOSC's responsible investment strategy across the Fund's £10.5bn investment portfolio.

### Key Activities

Post holders will be required to:

### Fund Management

- To monitor, review and report on the Fund's alternative asset portfolio in accordance with the Statement of Investment Principles and statutory regulations.
- To advise the Committee on alternative asset investment issues to facilitate the formation of investment policy and assist decision making.
- To undertake technical financial due diligence on alternative investment funds to identify suitable investment opportunities for investment, including an assessment of appropriate risk and return parameters.
- To act as NILGOSC's representative on individual fund Advisory and Investment Boards to ensure that NILGOSC's interests are protected.
- To be responsible for the completion of multi-jurisdiction investment documentation and representations to ensure compliance with international law and global compliance requirements, to include fund subscription documentation, anti-money laundering documentation, foreign tax status certification and other legally binding requirements associated with investing in alternative assets.
- To manage and monitor the performance, deployment and liquidity of the alternative investment portfolio to ensure investment objectives are delivered.
- To represent NILGOSC globally on investment matters.
- To remain abreast of developments within global alternative assets markets and advise the Committee accordingly.

### **Responsible Investment**

- To lead and advise the Committee on NILGOSC's responsible investment strategy ensuring compliance with relevant legislation and best practice.
- To monitor, review and report to the Committee, external stakeholders and the wider public on NILGOSC's responsible investment activities.
- To maintain, develop and implement NILGOSC's responsible investment framework, to include proxy voting and engagement with investee companies and liaison with fund managers.
- To represent NILGOSC globally on responsible investment issues, to include acting as NILGOSC's representative on national responsible investment forums.
- To be responsible for stakeholder communication on responsible investment matters to include routine reporting in the Annual Report and Scheme member publications as well as ad hoc requests from members, Scheme employers, the Department for Communities and third party political/activist groups.
- To ensure NILGOSC adheres to its responsibilities as a signatory to the UN Principles of Responsible Investment and participates in relevant initiatives.
- To identify the need for legal action against investee companies and to represent the interests of NILGOSC in such action around the world. To oversee the co-ordination and monitoring of ongoing class actions.
- To lead on the development of NILGOSC's climate mitigation strategy and contribution to a Net Zero economy in line with presiding Government policy on the transition to a low carbon economy.
- To promote transparency around NILGOSC's stewardship activities, including but not limited to the identification of suitable carbon measurement metrics in accordance with legislation and best practice.
- To remain abreast of developments within the responsible investment arena and advise the Committee accordingly.

### **Risk Management**

- To implement NILGOSC's risk management framework and maintain an effective system of internal control with respect to the investment of the fund.
- To develop, enhance and implement NILGOSC's Climate Risk Framework to manage the risks associated with climate change.
- To manage the reputational risk that can arise from investing in certain assets, sectors or countries through transparent stakeholder communications and liaison with fund managers.

### **Corporate Management**

- To act as an authorised signatory on NILGOSC's behalf, to include all investment matters as well as the checking and authorisation of cheque and electronic payment of pension benefits.

## Northern Ireland Local Government Officers' Superannuation Committee

- To lead, motivate, develop and manage the Senior Responsible Investment Officer including the allocation and prioritisation of work, the monitoring of quality and accuracy and the achievement of agreed performance standards.
- To develop and maintain effective working relationships with other NILGOSC managers, supervisors and staff.
- To facilitate and/or participate in all aspects of the recruitment and selection of staff to NILGOSC.
- Assist with relevant procurement activity – this will include identifying needs; preparing business cases, participating on tender panels and on-going contract management.
- To deputise for the Head of Investment Services as necessary.
- Undertake responsibilities and process information/data in accordance with NILGOSC policies and procedures relating to information management (e.g. data protection, FOI and information security).
- Support NILGOSC's Equal Opportunity and Equality and Diversity policies and procedures and be sensitive to other people's abilities, backgrounds, values, customs and beliefs.
- Any other duties as required by the Head of Investment Services and the Deputy Secretary including the interchange of duties to cover the leave or absence of other staff.