

JOB DESCRIPTION

Role Holder Name: Vacancy	Role Title: Change Programme Manager
Reporting to: Chief Operating Officer and Chief Financial Officer	Line Manager Names: Martin Gloyne, Chris Gardiner
Length of Contract: 12 months with the potential to extend	

Who We Are

London CIV was established in 2015 by the London Local Authorities to manage London’s Local Government Pension Scheme (‘LGPS’) assets. As at March 2024, London CIV is responsible for managing c.£32bn of pooled assets across the 32 London Boroughs. These assets are invested in a full, and expanding, range of public and private market investment strategies.

The London Boroughs and the City of London are the 32 Shareholders, as well as the clients (Partner Funds) of London CIV. London CIV has c.711,000 beneficiaries. London CIV is authorised and regulated by the FCA.

Our Purpose

London CIV’s strategic purpose is “**Working together to deliver sustainable prosperity for the communities that count on us all**”. We are here to deliver solutions which will allow LGPS Partner Funds to invest assets on behalf of their beneficiaries, and to provide improved and more efficient investment outcomes. We aim to add value to the Partner Funds through offering economies of scale, greater efficiency and improved performance.

Purpose of the role

Following the UK Government’s recent announcement of proposed reforms to the structure, investments and governance of the LGPS sector, the role holder will play a pivotal role in overseeing the strategic assessment and execution of initiatives that align with these potential reforms and London CIV’s long-term strategic goals.

The role holder will have an integral role in this high-priority change through supporting the Executive Committee in articulating the roadmap and thereafter managing the implementation and delivery of the long-term strategic plan. This will involve managing cross-functional projects, coordinating with senior stakeholders and helping to navigate potential roadblocks and challenges.

Timeline

Through working closely with our Partner Funds:

- 16 Jan 2025: Submit London CIV’s response to the consultation
- 1 March 2025: Submit London CIV’s proposal and roadmap to deliver the proposed pooling model and complete the transfer of all assets (including legacy assets)
- 31 March 2025: Planning for the transfer of listed assets in line with roadmap

Note: This job description is aimed to be illustrative and is not exhaustive of all the duties and responsibilities which could be contained within this position. The role holder may be asked to undertake other duties and responsibilities which are commensurate with this area of work and grade.

4. 31 March 2026: New business model implemented, and planning for the potential transfer of illiquid assets in line with roadmap.

Main Responsibilities

1. Facilitate an in-depth Review and Gap Analysis:
 - Through working closely with the Executive Committee, plan, structure, and facilitate an in-depth review of current strategies and business performance vs. our long-term vision
 - Undertake a thorough understanding of the details of the change and the Partner Funds and the beneficiaries being impacted by this change
 - Collaborate with key stakeholders to identify gaps, opportunities, and areas for change
2. Develop and Manage Implementation Roadmap:
 - Design a detailed and phased implementation plan with actionable milestones, to ensure seamless execution
 - Oversee the design, implementation and transition to BAU through developing and maintaining robust programme plans, including coaching and supporting the Workstream leads with their project plans, and where required be flexible to adjust and refine the plan based on feedback or performance data
 - Work with the Workstream leaders to implement performance tracking mechanisms and KPIs to monitor the effectiveness of the programme
3. Stakeholder Engagement and Communication:
 - Support the Project sponsors and CEO with writing their strategic presentations
 - Work with the Head of Marketing and ExCo to shape a stakeholder map and communication plan that ensures all stakeholders are managed effectively
 - Prepare and present regular updates to executive leadership and support the CEO when reporting to the Board on progress, risks, and key achievements
4. Risk Management and Compliance:
 - Identify potential risks and anticipated points of resistance and develop specific plans to mitigate or address these concerns
 - Ensure adherence to FCA regulatory and London CIV's compliance standards.

Desired Skills and Experience

- Demonstrated success in facilitating and delivering transformational change across people, processes and systems within financial or asset management environments. Ideally the experience is within financial services or pension fund sectors. Specific experience of the Local Government Pension Scheme (LGPS) sector is beneficial, but not essential
- Excellent verbal and written communication skills, with the ability to engage and collaborate with stakeholders at all levels
- Strong ability to synthesize data, derive insights, and translate them into actionable strategies
- Proficiency in project management methodologies with a track record of on-time, on-budget delivery
- High level of competency in data analysis and reporting to support strategic decision-making
- Flexibility to manage change effectively and solve complex issues as they arise
- Professional certification in programme or project management.

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Core Values

London CIV has four core values that we aspire to as an organisation and expect from every individual who works with us. These core values are:

Collaboration: We work together to build and sustain strong partnerships both internally and externally

Responsibility: We are committed to deliver on our promises, meet the needs of our stakeholders and go the extra mile

Integrity: We respect and celebrate our differences and create an inclusive environment where everyone feels welcome

Diversity: We act with honesty, ethics, and respect in everything we do

Application Process

Please contact the interim Head of Human Resources via Victoria.davies@londonciv.org.uk for more information.

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