JOB DESCRIPTION

Name: Vacant	**Role Title:** Portfolio Manager
Line Manager Name: Dagmar Dvorak	**Line Manager Title:** Head of Investment Strategy & Strategic Asset Allocation
SMCR Role: Yes	Certified
People Management Responsibilities:	No

Purpose

As a Portfolio Manager, you will play a key role in supporting the development and delivery of London CIV's Strategic Asset Allocation (SAA) and implementation framework. Working closely with the Head of Investment Strategy & Strategic Asset Allocation, you will contribute to the design and embedding of the target operating model, collaborating with internal teams, external strategic partners and Partner Funds as part of London CIV's wider strategic development agenda.

This is a varied role spanning strategic asset allocation, implementation modelling, client engagement and market research. It offers an excellent opportunity to contribute to strategic innovation and client outcomes within a growing, purpose-driven organisation.

Key Responsibilities

Strategic Asset Allocation & Modelling

- Support the design and ongoing development of internal systems and processes to oversee Strategic Asset Allocation for Partner Funds.
- Contribute to the development and enhancement of cashflow and allocation modelling tools to support client liquidity management and strategic decision-making.
  Work with external providers and internal teams to improve data inputs, controls and reporting, ensuring information is accurate, timely and aligned with internal requirements.

Implementation Support

- Support the modelling and preparation of trades required to implement Partner Fund SAA decisions, ensuring adherence to internal policies, governance and controls.
- Assist with the execution and monitoring of trades, working closely with Operations, Commercial and other internal stakeholders.
  Support the transition of assets into the London CIV pool, ensuring client requirements, restrictions and implementation timelines are effectively managed.

Client Service & Engagement

- Prepare high-quality presentations, analysis and supporting materials for Partner Funds, and respond to client queries in a clear, timely and professional manner.
- Support meetings and presentations with Partner Funds and other stakeholders, including public forums where clear communication, professionalism and subject-matter credibility are essential.

- Build strong and trusted relationships internally and externally by delivering credible analysis, practical insights and high-quality client support.

Market Research & Portfolio Support

- Support the Head of Investment Strategy & Strategic Asset Allocation in developing London CIV's tactical asset allocation views and broader investment perspectives across asset classes.
- Contribute to regular and ad hoc market commentary and analysis tailored to the needs of Partner Funds.
  Undertake research and analysis to support asset allocation insights, market assessments and thematic investment discussions.

Key Skills and Experience

Essential

- Experience in investment strategy, asset allocation, portfolio analysis or a related role within asset management, pensions, investment consulting or financial services.
- Strong analytical and numerical skills, with the ability to interpret data, develop insights and support investment decision-making.
- Understanding of financial markets, investment principles and portfolio construction concepts.
- Strong communication skills, with the ability to present analysis and explain complex information clearly to a range of stakeholders.
- Excellent attention to detail and a disciplined approach to producing high-quality work.
- Strong stakeholder management skills and the ability to work collaboratively across teams and with external partners.
- A strong personal commitment to professionalism, integrity and equality, consistent with the Nolan Principles of public life.

Desirable

- Experience of working with Local Government Pension Scheme (LGPS) funds, institutional clients or within a regulated investment environment.
- Knowledge of strategic and/or tactical asset allocation frameworks.
- Experience of cashflow modelling, implementation analysis or transition activity.
- Familiarity with investment reporting, performance analysis and market commentary.
  Experience of working in a collaborative, matrix-based environment and managing relationships with multiple stakeholders.

What we offer

Our values sit at the heart of everything we do. To truly foster a collaborative and supportive workplace, we offer all employees a range of benefits, including:

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.

- From day one, you'll have on-the-job learning opportunities across a range of asset classes and exposure to leading investment managers, with plenty of hands-on experience to support your development.
- Financial support and paid study leave for relevant qualifications or professional development as part of your continuous learning journey.
- A company culture that champions innovation, continuous learning, and personal responsibility within a modern and flexible working environment.
- Employees typically work in the Southwark office a minimum of 50% per fortnight. Our Southwark office operates a hot-desk system and includes access to an on-site gym.
- A minimum of 29 days' annual leave per year, plus public holidays.
- A generous pension scheme, enhanced family-friendly policies, and a variety of insurance and wellbeing benefits.

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