

JOB DESCRIPTION

Name: Vacant	Role Title: Portfolio Manager
Line Manager Name: Vanessa Shia	Line Manager Title: Head of Private Markets
SMCR Role:	Certified
People Management Responsibilities:	Yes

Purpose

The role holder will be a true Private Market generalist, covering on Private Equities, Private Credit, Infrastructure and Natural Capital. They will be accountable for monitoring funds, performance reporting, risk monitoring and the management of some partner fund's private market holistic portfolios.

Initially the role will play an integral role within London CIV's Fit for the Future (FFF) transformational agenda. London CIV is inheriting 33 Partner Fund portfolios, and this role will play a key part in the onboard of these portfolios, the assessment of portfolios, the oversight management of the non LCIV funds and implementing the operating model with the Strategic Asset Allocation team. Over a period of time, these non-LCIV funds and assets will transition into LCIV funds. As that journey progresses, the role holder will help drive these transition plans, lead the evolving investing in these asset classes and work alongside their team, the Commercial team and Partner Funds, and thereafter continue to support the management of the broader private markets book.

The role requires a high degree of autonomy, demonstrating strong drive, motivation and a genuine sense of ownership. As London CIV goes through this period of significant change and growth, this new position offers an exciting opportunity to join a developing team with plenty of scope to contribute and develop their skills.

Key Responsibilities

- Whilst working closely with the Strategic Asset Allocation team (SAA), support the Head of Private Markets to implement a new private markets discretionary portfolio management process
- Lead and manage the oversight of non-LCIV private market funds inherited as part of the FFF transformation programme, pooling the monitoring of existing fund investments, portfolio asset management and strategies, while ensuring compliance with FCA/AIFMD standards and industry best practices
- Assist with integrating Responsible Investment and Risk into the investment process in the selection and ongoing management of non-LCIV funds and assets
- Work collaboratively across internal teams, including SAA, Commercial, Operations, Compliance and the wider Investment team.
- Provide support and advice to internal and external stakeholders on structuring and risk management in the private market universe

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.

- Act as an ambassador for London CIV, nurturing strong relationships with investment managers, Partner Funds, and industry participants, representing the organisation at conferences and stakeholder meetings, and providing SME support for internal and external queries.
- Where appropriate be responsible for the oversight and monitoring of third-party service providers, which include and are not limited to delegated investment managers and manager research consultants

Key Skills and Experience

Essential

- In depth knowledge of the Private Markets universe, primarily in infrastructure, private credit, private equity and natural capital
- Strong demonstrable background in Private Markets portfolio management and risk management
- Good knowledge of ESG/Responsible Investment factors and their application
- A proactive mindset with strong personal drive, motivation and a sense of ownership, taking initiative to progress
- Proven credibility with Investment Managers and clients at all seniority levels
- Excellent communication, negotiation and stakeholder-management skills
- Strong organisation and team leadership abilities, with credibility across all levels
- Collaborative attitude with strong interpersonal skills and the ability to work across teams

Desirable

- Experience in secondaries sales
- Experience of working with Local Authorities/ Government entities is beneficial
- A relevant professional qualification (e.g. CAIA) is useful
- Detailed knowledge of the Efront data management tool

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:

- A company culture that champions innovation, continuous learning, and personal responsibility within a modern and flexible working environment
- Whilst employees typically work in the Southwark-based office a minimum of 50% per fortnight, our ask is that this role holder is in the office typically 3 days per week
- Our office 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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