

**London CIV**  
**Project Manager**  
**Permanent role - Southwark**  
**Competitive Salary, plus other benefits**

London LGPS CIV Limited (“London CIV”) has been established for and on behalf of London’s 33 local authorities as an investment fund manager through which they can collaborate and collectivise the investment of their individual pension fund assets. With over £25 billion of assets across the 32 funds there is significant scope for savings and efficiencies.

London CIV was authorised as an Alternative Investment Fund Manager in October 2015 with permission to operate one of the UK’s first Authorised Contractual Scheme funds and currently has £7.5billion of assets under management and £9.5billion of passively managed assets. Work is underway to open more sub-funds with the aim of growing assets under management and expanding relationships with London’s local authorities.

The London CIV continues to be one of the (if not the) most exciting projects in the financial services sector and this is a good opportunity to get involved in all aspects of a fledgling and rapidly growing asset management business. It’s taken two years to get to where we are and we have much more still to deliver if we are to achieve our ambition which is to be:

“A Collective Investment Vehicle for London Local Authorities (LLA) Pension Funds which delivers broader investment opportunities and enhanced cost efficiencies than LLAs can achieve individually and overall better risk adjusted performance.”

**The Role:**

The Project Manager will implement a disciplined project management process across a wide range of projects ensuring appropriate timelines, milestones, dependencies and resources are identified, monitored and communicated. The Project Manager will also identify and monitor project risks and the initial focus will be on the day-to-day project management of the fund projects including fund launches, closures, changes, and manager transitions.

**Main Duties and Responsibilities:**

- Develop, execute, monitor and control the fund change projects including establishing project plans, agreeing timelines with relevant internal and external stakeholders, monitoring and reporting on milestones, actions, risks and escalating issues as appropriate
- Produce progress reports and updates as required for project meetings, Committees and Board meetings
- Establish effective working relationships across all internal teams as required

- Engage with external service providers including legal, fund administrators, investment managers and depositary to ensure effective and timely delivery of services to support the fund change projects
- Establish and maintain robust project management standards across all projects and apply risk management and mitigation processes and strategies in the resolution and escalation of project issues
- Deliver timely and accurate reporting, capturing 'lessons learned' and leading by example in a continuous improvement mindset

**Essential Requirements:**

- Proven track record in project delivery gained in Asset Management
- Strong funds experience and knowledge of fund structures across different asset classes
- Degree level education
- Strong analytical skills with ability to evaluate issues, propose and implement solutions and consider all downstream implications
- Excellent written and verbal communication skills and ability to prepare concise presentations and ongoing reporting
- Prince2 or MSP

**Application Process:**

**Complete the Equal Opportunities Monitoring form (MS Word)**

**Complete the Sensitive Personal Data Consent form (MS Word)**

**Email a covering letter including your current salary, your CV and the forms to:**  
[recruitment@londonciv.org.uk](mailto:recruitment@londonciv.org.uk)

**Closing date is 30 April 2019**