

Role Profile

SECTION 1 Brief Description

Role Title:	Assistant Director- Investment Strategy	Team/Service:	Senior Management Team
Reports to:	Director	Grade:	M (+ market supplement)
		Profile updated:	January 2024

SECTION 2 Job Family Description

The role profile describes the general nature of the work performed at this level. It is not intended to be a detailed list of all duties and responsibilities that may be required. The role will be further defined by annual objectives, which will be developed with the role holder. SYPA reserves the right to review and amend the job families on a regular basis.

SECTION 3 Role Purpose Including Key Outputs

To provide

- Leadership and direction to the Authority's investment function
- Strategic investment advice to the Authority
- Effective oversight of the Authority's outsourced investment management activities, in particular the activities of the Border to Coast Pensions Partnership.
- A comprehensive monitoring service in relation to the Authority's investments.
- Assistance in the overall leadership of and setting the direction of the organisation.
- Effective support and assistance to and to deputise for the Director as required.

SECTION 4 Team Context

The Senior Management Team provides leadership and direction to all aspects of the Authority's work and is accountable for the delivery of the Corporate Strategy and specific operational performance targets in line with agreed budgets. Individuals within the Team are additionally accountable for the delivery of specific elements of the Authority's services.

The Investment Strategy Team is responsible for the design and delivery of the Authority's investment strategy. This includes, investment governance, asset allocation, product selection, monitoring and oversight of fund manager performance, reporting and analysis of performance and risk and the implementation of the Authority's responsible investment policies. A significant and increasing proportion of the Fund's assets are managed through the Border to Coast Pensions Partnership and the team provides the focus for the strategic and operational interaction with Border to Coast.

SECTION 5 Line Management

The role is responsible for the direct line management of three members of staff including appraisal, performance review and personal development in line with the Authority's policies.

SECTION 6 Role Summary

Roles of this nature are responsible for the development and setting of strategy working closely with elected members, senior management colleagues and independent advisers. They provide leadership and direction to the wider management team and the whole organisation and act as the face and voice of the organisation in key partnerships, and on occasion to the wider local government sector and/or pension industry. They are responsible for the setting of priorities and allocating resources between projects and programmes of activity. Their time horizon is several years ahead, and they need to maintain an awareness of the external environment and its impact on the organisation so as to ensure that forward planning addresses the right issues.

SECTION 7 Budget Responsibility

The direct operational expenditure budget associated with this role is c. £0.8m, however, the post holder is also responsible for the management and oversight of all investment management costs incurred by the Authority which are of the order £60m (excluding performance fees).

SECTION 8 Representative Accountabilities

Analysis, Reporting & Documentation

- Provide advice and guidance to Elected Members on strategic issues and service impact.
- Ensure a risk management culture, which does not stifle innovation, is embedded within the Authority.
- Provide regular reporting on the performance of the Fund's investments and other investment related activity for elected members and other stakeholder groups.

Service Delivery

- To provide clear, visible, professional leadership to support a culture that drives continual improvement, efficiency and customer satisfaction across the Investment Strategy service area and the wider organisation.
- To work corporately with the other members of the Senior Management Team and Elected Members to ensure the Authority's vision, priorities and values are actively promoted and delivered.
- To personally ensure the delivery of agreed key projects (for example a review of the Investment Strategy).

Planning & Organising

- To allocate resources within the Service to ensure delivery of the Authority's required performance standards.
- To lead the Service's work on long-term planning, and the development and implementation of strategies, frameworks, systems, and procedures to drive organisational and cultural change and ensure continuous improvement of service delivery.

Work with others

- To play a constructive role within the Authority's Investment Advisory Panel, ensuring that elected members are fully aware of the Panel's views when making decisions.
- To manage the operational aspects of the Authority's involvement in the Border to Coast Pensions Partnership.

People Management

- To ensure the performance and development of others is managed effectively, having regard to delegation and levels of accountability.

Organisational

- **Values** – To uphold the values and behaviours of the organisation in self and others.
- **Equality & Diversity** – To work inclusively, with a diverse range of stakeholders, and promote equality of opportunity.
- **Health, Safety & Wellbeing** – To maintain high standards of Health, Safety and Wellbeing at work and take reasonable care for the health and safety of self and others. To have regard to and comply with the safeguarding policy and procedures as appropriate.

SECTION 9 Education, Knowledge, Skills & Abilities

- Degree or equivalent, or significant vocational experience showing development in a series of progressively more demanding relevant work/ roles either within the financial services / investment management industry or the pensions industry / local government pension scheme.

- Comprehensive knowledge of computerised business systems in terms of functionality and capability.
- Knowledge of principles, practices, policies and procedures relating to business planning and financial and organisational management.
- Proven written and oral communication and interpersonal skills with the ability to work collaboratively with internal and external partners/ professionals.
- Ability to analyse complex information and draw conclusions.
- Problem solving skills with the ability to exercise high levels of initiative to devise and implement workable solutions.
- Aptitude and willingness to manage a range of projects through to completion.

SECTION 10 Specific Qualifications and/or Experience

- An investment related qualification such as the IMC or CFA is essential, while an additional pension qualification such as PMI or the CFA ESG certificate is desirable.
- Experience of working within the investment management industry and of the management of investments on behalf of pension funds is essential, while experience of doing this in a public sector scheme such as the Local Government Pension Scheme is desirable.

SECTION 11 Values expected to be demonstrated at all times

HONEST & ACCOUNTABLE:

Telling it like it is, and taking responsibility for our actions even when we have made a mistake.

PROFESSIONAL:

Being highly skilled and competent and managerially applying rationality to decision making processes.

PROGRESSIVE:

Welcoming of change, while taking sensible risks and learning from our mistakes and from others.

EMPOWERING:

Providing the freedom for individuals to identify and implement solutions to problems.

South Yorkshire Pensions Authority is an equal opportunity employer and values diversity.
