

Senior IS Manager - Non-listed

Location: London

Duration: Maternity cover

Start date: November

Remuneration: Salary competitive for a non-profit organization

Benefits: 25 days holiday, BUPA and non-contributory pension

About the Principles for Responsible Investment (PRI)

The Principles for Responsible Investment is an investor initiative in partnership with UNEP Finance Initiative and the UN Global Compact. Launched by UN Secretary-General Kofi Annan and subsequently endorsed by his successor Ban Ki-Moon, the PRI is a set of voluntary best practice principles to assist investors in integrating environmental, social and corporate governance issues into investment processes and ownership practices. The Principles are supported by a 50-person Secretariat that promotes the PRI and provides implementation support to signatories. See www.unpri.org

Summary of the position

We seek an experienced responsible investment professional to join the London-based Implementation Support team, which supports investors around the world to put the Principles into practice. The Senior Implementation Support Manager will lead the newly-formed non-listed assets programme within Implementation Support, providing maternity cover. The non-listed assets team covers three support programmes: private equity, property and infrastructure. The role will oversee the strategy for these three programmes, working closely with signatory steering committees and working groups, and colleagues in the Implementation Support team. Specifically, this role includes management responsibilities for an Implementation Support Officer. This requires a solid understanding of responsible investment practice in these non-listed assets, and will involve frequent engagement with investors and other responsible investment initiatives in these areas. In addition, you will support signatories when they report against the soon-to-be launched PRI Reporting Framework, and help develop the assessment of the private equity, property and infrastructure modules, working closely with the PRI's Reporting & Assessment Team. The role reports to the Head of Implementation Support.

Role responsibilities





- Providing leadership in developing strategy for how best to support asset owners, investment
 managers and service providers in translating the Principles into practice for private equity,
 property and infrastructure assets. This requires liaising with fellow Senior Implementation
 Support Managers, the Networks, Signatory Outreach and Reporting & Assessment teams.
- Fostering relations with signatories to ensure an understanding of market trends and implementation needs.
- Convening existing and potential signatory steering committees and working groups, in line with the PRI strategy.
- Providing the PRI with intelligence and resources in responsible investment practice in nonlisted assets. This requires knowledge of the key industry leaders (investors, service providers, associations and networks) and will involve briefing Directors and other colleagues as and when required.
- Helping develop knowledge and capabilities of colleagues on non-listed assets, including management responsibilities for an Implementation Support Officer.
- Leading the execution of projects for the private equity programme. This includes organising
 workshops, events and developing guidance material for private equity investors. This will
 involve working with and managing multiple stakeholder expectations and feedback, project
 planning, researching content, writing content, delivering a quality output on budget and on
 time, disseminating as necessary and evaluating the success of the project.
- Supporting signatories in completing the private equity, property and infrastructure modules of the Reporting Framework, and reviewing the accompanying assessment methodology based on signatory feedback.
- Identifying and attending relevant conferences, including speaking at or moderating panels and workshops.

Competencies required

- Responsible investment in property or infrastructure-related experience required. Good general knowledge of responsible investment and property or infrastructure investment practices.
- Private equity investment-related experience and/or knowledge is highly desirable.
- Good understanding of both the asset owner and investment manager perspective.
- An ability to guide signatories in implementation of the Principles. This requires a good working knowledge of responsible investment practice in private equity, property and infrastructure.
- Management experience. Ability to take responsibility for the performance and motivation of direct reports, which includes sharing experience and knowledge to develop team members.
- Experience of managing contractors and consultants is highly desirable.
- Ability to maximise resources, managing conflicting priorities to effectively meet deadlines, ensuring delivery is in line with organisational targets. Experience of setting and managing budgets.
- Excellent networking and relationship building skills. Ability to forge sustainable relationships with industry leaders and decision makers.
- Excellent diplomatic skills. Able to take ownership of challenges or complaints and see them through to a successful resolution.
- Excellent project management skills. Ability to multi-task, running several projects at once,



- monitoring and checking progress of reports for quality purposes, and managing diverse stakeholder expectations.
- Strong communication written and verbal. Experience of speaking authoritatively to
 investors, speaking on panels, moderating sessions and designing and running workshops.
 Experience of synthesising large amounts of complex information to clearly structure and
 produce documents and presentations.
- Excellent written and spoken English. Relevant language skills other than English an advantage, as is experience with and ability to understand and work in international and multicultural contexts.

To apply for this role, please send your CV and covering letter explaining why you are suited to the position to careers@unpri.org. Please attach your covering letter as a separate document, rather than in the email text.

