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## JOB DESCRIPTION

<b>Job Title:</b>	Investment Management Change Lead
<b>Department:</b>	Investment Services
<b>Position reports to:</b>	Head of Investment Management
<b>Position is responsible for:</b>	Leading business process change across department
<b>Location:</b>	Leeds
<b>Regulated Job Role</b>	Certificated Role

### ROLE PURPOSE

This role encompasses identifying, developing and implementing enhanced operating processes, to support the ongoing business objectives and strategy, including the successful implementation of Firm wide projects across the department.

### RESPONSIBILITIES

1. Instigate, drive, and support projects to completion and success within agreed timelines.
2. Conduct analysis of current processes, identifying inefficiencies and areas for improvement.
3. Design and implement streamlined processes and procedures to enhance operational efficiency.
4. Lead and support the delivery of change projects and implement MI to measure success.
5. Proactively seek out opportunities for innovation and process improvement within investment management, driving initiatives to enhance competitiveness and profitability.
6. Monitor industry trends, evaluating their potential impact on our business.
7. Provide training and support to Investment Managers on new tools to maximise effectiveness.
8. Work with colleagues to identify opportunities for continual process improvement, designing efficient and robust operating solutions to improve on existing ways of working.
9. Help develop monitoring practices, ensuring consistency and compliance within operational process changes, mitigating risks to clients and firm.
10. Highlight current and future operational process risks.
11. Conduct post-implementation reviews with key stakeholders
12. Comply with FCA regulation and conduct rules.
13. To act with integrity and for the benefit of the clients, in accordance with the objectives and cross cutting rules of Consumer Duty

### EXPERIENCE & ATTRIBUTES

- Some exposure to change and Project management processes.
- Financial industry and markets experience of at least 3 years is desirable
- Communicate and influence at all levels within the firm, flexing and adapting style to build rapport
- Assertion and confidence to question and challenge others in a positive manner.
- Confident in coaching and delivering knowledge to individuals or groups
- Methodical – attention to detail when it comes to processes and procedures

- Positive advocate for change and continuous improvement.
- Ability to create, organise and deliver training to achieve business results.
- Strong Microsoft Excel skills.
- Flexibility to adapt to the changing priorities and requirements of the business.
- Ability to collaborate and work effectively with colleagues and stakeholders across the firm.

## KEY RELATIONSHIPS

- Director of Investment Management
- Head of Investment Management
- Investment Management Department
- Investment Managers
- Operational colleagues and managers
- Firmwide Colleagues

## ACCOUNTABILITY

All individuals, regardless of their position, have a duty to support and promote the values and ethical principles of the Firm. Regardless of whether the role is or is not regulated by the FCA, individuals must adhere to the FCAs Conduct Rules, and there is a standard of conduct and behaviour that is required by the Firm. It is of the utmost importance that individuals seek to always uphold and promote the reputation of the Firm and should work collaboratively to deliver the best outcome. Further information is held within the Code of Conduct - Ethics Policy.

While the responsibilities in this job description are representative of the main tasks, they are not exhaustive. Therefore, role holders may be asked to perform tasks deemed reasonable to meet the business objectives resulting in amendments to the job description.

## EMPLOYEE SIGNATURE

I acknowledge that I have read and understand the above job description in its entirety and accept that this is an accurate reflection of my role.

Signed

Date

