

## POLICY ADVISER

### Business: Risk, Culture & Resilience

**Date: November 2021**

**Reports to:** Senior Policy Adviser - Business: Risk, Culture Resilience

#### The Investment Association

The Investment Association (IA) champions UK investment management, a world-leading industry which helps millions of households save for the future while supporting businesses and economic growth in the UK and abroad. Our 270 members range from smaller, specialist UK firms to European and global investment managers with a UK base. Collectively, they manage £9.4 trillion for savers and institutions, such as pension schemes and insurance companies, in the UK and beyond. 44% of this is for overseas clients. The UK asset management industry is the largest in Europe and the second largest globally. We want our members to achieve the best results for their customers, both in the UK and internationally. To do this, we lead learning, training and development initiatives to ensure compliance with the law and industry best practice – all while attracting a more diverse workforce into the industry. We also consult widely with members on issues affecting the industry, such as market trends, new technology, and data use.

#### About The Business: Risk, Culture & Resilience Team

The IA's Business: Risk, Culture & Resilience Team are a group of specialists who support member firms both on an individual basis and more strategically, working with the industry, regulators and government to shape and support change in financial services. Seen as a source of subject matter expertise working as part of the team provides an opportunity to gain an overview of the many facets of investment management in the UK.

#### Overview of the Role

The IA is looking to appoint someone who would like the opportunity to support the IA and its members at a time when Investment Management has been thrust into the spotlight due to its sheer structural importance to the UK economy. To support this increased focus the IA requires a Policy Adviser who can support the IA by providing policy input and secretariat support to IA Committees.

#### Main Duties

- Support members on the technical subjects of Data, Tech & Resilience.
  - Data – data protection and privacy rules, and use of data in the sector;
  - Tech – the use of emerging technology and innovation with increased regulatory attention; and
  - Resilience – the ability of firms to react to disruption from an operational and cyber resiliency perspective.
- Facilitate the smooth functioning of the senior strategic Committee (consisting of CROs, COOs and Finance Directors), which advises on strategy for the activity of other technical policy Committees.



- Assist in developing policy papers, including external briefing papers, board papers, ExCo papers and provide guidance to members through circulars and research reports.
- Advise the IA and support members on wider regulatory compliance issues as they relate to firms.
- Build, develop and maintain a strong network of relationships with other stakeholders, key government departments, and other financial services and business trade bodies.
- Provide secretariat support to other relevant Committees and related fora & working groups, via agenda, minutes and papers.
- Keep abreast of research and policy development and flag these to keep ExCo, policy and other colleagues aware of issues that affects the industry.
- Respond to member enquiries and communicate with the wider membership through circulars, specialist web pages, consultation responses and Board papers.
- Supporting the wider team and the rest of the IA as required.

### **Education and Experience**

- 1-2 years working in a similar organisation is preferable.
- Computer literacy, particularly good knowledge of Microsoft Office Applications.

### **Ideal experience**

- Interest in tech and emerging trends in investment management.
- Experience in the financial services industry in a policy or compliance role (investment management or other FS related sector).
- Policy development, including drafting responses to consultation papers.
- A practical understanding of FCA and other regulatory requirements as they apply to the financial services sector.

### **Personal Attributes**

- Proactive, determined, enthusiastic and, 'can do' attitude who takes the initiative and works well under pressure.
- Strong people skills and ability to build relationships with policymakers, politicians and other stakeholders.
- Excellent time management skills, ability to juggle multiple tasks simultaneously and prioritise to deliver on time.
- Outgoing and team spirited: comfortable working alone or in a team, with an ability to get on with people at all levels.

We welcome applications from all qualified candidates regardless of their ethnicity, race, gender, religious beliefs, sexual orientation, age, marital status or whether or not they have a disability.