



The Winnipeg Civic Employees' Benefits Program (WCEBP) provides pension and long term disability benefits to employees of the City of Winnipeg and eight other participating employers. The Program covers approximately 17,800 Members with assets under management of about \$5.4 billion. WCEBP staff also administer the Winnipeg Police Pension Plan (approximately 2,600 Members and \$1.5 billion in assets), and group life insurance plans for both Civic and Police Members.

The Opportunity

INVESTMENT ANALYST

Reporting to the Chief Investment Officer (CIO), the Investment Analyst will be responsible for performing various investment and operational responsibilities, including investment research, analysis and recommendations regarding the management of the investment portfolios for *The Winnipeg Civic Employees' Pension Plan* and the *Winnipeg Police Pension Plan*.

The Investment Analyst will research areas of strategic interest identified during regular planning sessions and throughout the year as directed by the CIO. The Investment Analyst's focus will include analysis of investments and asset classes, review and analysis of manager and portfolio performance, performance attribution analysis, risk analysis, compliance monitoring and manager due diligence.

Additionally, the Investment Analyst will be responsible for providing written and verbal reports to the CIO, maintaining proper files to support and demonstrate compliance, and assisting in the review, research and recommendation of changes to the respective Statement of Investment Policies and Procedures.

Required Qualifications & Experience

- Bachelor's degree in business administration, economics or finance;
- A Chartered Financial Analyst (CFA) designation is preferred;
- Two to five years of related experience, preferably with a pension plan, investment consulting firm or other institutional investment environment;
- Experience in the analysis, research, and monitoring of traditional and/or alternative investment managers;
- Experience in working with external fund managers, investment consultants and custodians;
- Experience with multi-manager structures and multi-asset portfolios including traditional and alternative investments such as private equity, infrastructure and real estate;
- A good understanding of strategic asset allocation;
- A good understanding of micro and macro strategy and comprehensive economic skills relating to the Canadian and International markets;
- Accounting and/or actuarial experience would be beneficial;
- Considerable familiarity with relevant investment systems;
- Proficiency with Microsoft Office products, specifically Excel and PowerPoint.

Additional Attributes

- Aptitude to operate and thrive in a process-driven, decision-making environment;
- Possess an open, collegial and consultative style; adaptable and amenable to others' ideas and criticisms; ability to process and present investment recommendations in a timely and confident manner;
- Mature, intelligent and self-confident with a passion for the business and a high level of intellectual curiosity;
- Excellent communication and interpersonal skills;
- Motivated, energetic self-starter who exhibits a measured common-sense approach;
- Rigorous attitude towards performance analytics and accountability;
- Solutions-driven with the ability to build and drive forward portfolio related issues;
- Competence in fostering a reputation of excellence with stakeholders, investment community, and peers;
- Hold the highest standards of ethics and integrity and promote an environment of mutual trust and respect.

How to Apply

If you believe you can make a significant contribution to our organization as an **Investment Analyst**, please submit your résumé, with cover letter, in confidence to:

Carrie Potts, Manager of Human Resources & Privacy Officer
The Winnipeg Civic Employees' Benefits Program
5th Floor - 317 Donald St
Winnipeg, MB R3B 2H6
carriepotts@winnipeg.ca

Please note: This position will remain open until filled.

Additional information about *The Winnipeg Civic Employees' Benefits Program* can be found on our website at wcebp.ca

WCEBP is committed to employment equity and welcomes diversity in the workplace. We thank all candidates for their interest, however, only those considered for interviews will be contacted.