

Frontier Advisors Pty Ltd

Position Description

February 2018

Position:	Principal Consultant
Title:	Principal Consultant, Head of Real Assets
Incumbent:	
Reports to:	Director of Research (Line Manager) Director of Consulting (Practice Matters) Head of Human Resources (Line Management Issues)
Direct Reports:	Three or four – to be advised

Position Objective

To ensure the delivery of high quality asset consulting services to Frontier clients by aiming for individual excellence and through the promotion of group excellence involving:

- Leadership and management of the Real Assets Team (RAT) for which you are directly responsible;
- Asset, investment manager, configuration, market and general investment research in real assets (specialising in the infrastructure sector);
- Client work and work management and relationship enhancement, including those clients who have been identified for the Frontier Trusted Advisor Model (FTAM) whereby access to senior research specialists such as the Head of Real Assets is provided alongside other members of the client team; and
- Business responsibilities including business development and external profiling, management of allocated staff, and other responsibilities as directed by the Chief Executive Officer (CEO).

Key Responsibilities

Team Leadership - RAT

Lead the firm's real assets team and real assets research in the infrastructure, property, timber and agriculture sectors by:

- Being an active, well-regarded and commercially focused leader of RAT, including effectively contributing to idea development and undertaking assigned roles to ensure that the team's research and manager intelligence is disseminated throughout Frontier in a timely manner;

- Managing RAT so as to most efficiently, equitably and commercially achieve the team's goals, including providing regular and constructive feedback to team members and encouraging other staff to do the same;
- Taking responsibility for creating, managing and overseeing RAT's manager and investment research program and objectives, including relevant internal reporting;
- Taking responsibility for the delivery of high quality and timely manager and sector research for allocated sectors in a form appropriate for the research database;
- Taking responsibility for direct rating of managers with support from other team members and following Frontier's established rating process to do so;
- Supporting other team members in their manager rating process via peer review;
- Signing off on all manager ratings in RAT and, if appropriate, being prepared to present on all ratings alongside the author at the Manager Ratings Committee (MRC) where approval is required;
- Specifically signing off on each ratings document that the appropriate due diligence (including operational due diligence, etc.) has been conducted in the process of rating the manager;
- Taking responsibility for the development of policy and configuration issues relevant to RAT, subject to debate and approval at the Investment Committee (IC);
- Undertaking regular meaningful manager contacts/visits (both domestically and internationally), to gain insight into managers used by Frontier's clients where:
 - A regular performance or organisational update is being sought;
 - A manager is being reviewed for a prospective mandate for clients; or
 - Information is being gathered to assist in research for Frontier's clients.
- Delivery of research content that is sufficient, up to date within agreed deadlines and of high quality. Research content includes regular meeting notes for investee managers, annual reviews for invested managers and any other due diligence materials prepared as part of the manager review and ratings process;
- Attending IC meetings as requested; and
- Assisting in other research teams as needed or as directed by the Director of Research.

Research team allocations are based on business requirements and linked to individual capabilities and development plans. Research team allocations will be decided by the Director of Research.

Real Assets Research – Infrastructure Focus

Undertake real assets research, with a focus on the infrastructure sector, to maintain and improve your and the firm's knowledge and understanding of infrastructure assets, investment managers within the infrastructure space and infrastructure markets as well as issues generally faced by clients in the infrastructure area, and enhance your capacity to provide research support to other Frontier staff by:

- Leading infrastructure asset research, including the initial screening review process, the investment review due diligence and assessment process, and the preparation of research documents including desktop review, full due diligence assessment and annual review;
- Leading the infrastructure investment manager research process, including the investment manager review and rating process, the preparation of due diligence documents such as annual reviews, MAPS and other documents;
- Taking responsibility for the development of policy and configuration issues relevant to the infrastructure sector, subject to debate and approval within RAT and then at the IC;
- Supporting other RAT members in their investment manager rating process via peer review;
- Following Frontier's established investment manager rating process including the requirements of the MRC;
- Delivery of research content that is sufficient, up to date within agreed deadlines and of high quality. Research content includes regular reviews of investee investment managers, annual reviews for invested investment managers and any other due diligence materials prepared as part of the investment manager review and ratings process;
- Undertaking regular meaningful investment manager contacts/visits (both domestically and internationally), to gain insight into investment managers used by Frontier's clients;
- Attending IC meetings as requested;
- Compiling and completing research papers and/or projects within agreed timeframes, with appropriate peer review and in the appropriate format; and
- As required, working with other staff members to develop their research capabilities.

Client Relationships

Undertake client work and build and consolidate client relationships at the request of the client team within the FTAM relationship, and at your own initiative, by being generally aware of Frontier's clients and their needs in RAT sectors by doing the following:

- Maintaining awareness at all times of the clients for which you are providing advice alongside the client team and guiding less experienced staff who work with you on those client teams;
- Contributing effectively to the development and maintenance of client relationships by identifying and employing strategies to secure and/or enhance such relationships;
- Showing initiative and raising issues with clients' portfolios with the client team as you identify them;
- Providing high quality and timely asset consulting advice to clients and becoming valued by the client;
- Ensuring that all work is subject to Frontier's Quality Assurance processes; and
- Demonstrating initiative and pro-activity towards clients and service delivery.

Business Responsibilities

Business responsibilities involve:

- Management of allocated Frontier staff, including Human Resources Policy implementation, processes and training, task allocations and workload management, and recruitment and induction of new staff, reporting to Head of Human Resources;
- For team members not directly managed, provide advice on staff development to the relevant team member's Line Manager on an annual basis for the purposes of the staff reviews, and escalating any emerging issue to the Line Manager as appropriate;
- Contributing to business planning and marketing as requested by the CEO and via attendance and contributions at internal forums;
- Contribute to the strategy and Business Plan of Frontier and assist in achieving stated commercial outcomes for the company;
- Conformity with the Frontier Compliance and Risk Management Manual;
- Raising of your personal profile outside and inside Frontier;
- Actively assisting in the identification of new and prospective clients and promoting Frontier to such clients (in consultation with the Director of Marketing and Business Development);
- Providing effective and continuous feedback to other staff; and
- Leading by example.

From time to time, you may be required to be involved in special projects that have been determined on a research needs or business needs basis.

Knowledge/Skills/Experience

The following capabilities are requirements of the position:

- Ten to 15 years relevant experience in the infrastructure sector, preferably a combination including transaction experience, portfolio management experience and some manager research experience of knowledge;
- An understanding of the institutional investment sector, broader sector and our clients;
- Experience in managing a small team, using technology to advantage and delivering team outcomes;
- Relevant tertiary qualifications;
- Exemplary interpersonal skills and an ability to work in, and contribute to, a team environment by working co-operatively and effectively in an environment of mutual respect to ensure that:
 - All work is of high quality and delivered in a timely manner;

- Other Frontier staff are involved in work where they have particular expertise or specialisation;
- Support and back up are provided to other staff in relation to work;
- Regular and constructive feedback is provided to other staff as appropriate; and
- Work is delegated appropriately and effectively to the person most suitably qualified to undertake the work whilst at the same time retaining responsibility for the completion of that work;
- Excellent verbal and written communication skills and an ability to communicate at all levels including:
 - Presenting to clients in a professional and confident manner;
 - Communicating with managers and other industry stakeholders in a professional and appropriate manner;
 - Giving and receiving feedback positively, constructively and consistently; and
 - Taking appropriate action if it is unlikely that a deadline can be met;
- Excellent organisation skills, an ability to work autonomously, set priorities and work to deadlines;
- A strong desire to take pride in your work and in how you represent yourself and Frontier;
- Ability to work with other people and to encourage learning and development for less experienced staff;
- Strong MS Word, MS Excel and MS Powerpoint skills;
- Continually seeking to broaden your experience;
- A willingness to embrace and adapt to a dynamic work environment; and
- An ability to work within a commercially sensitive environment, maintain confidentiality and comply with internal policies and procedures.

Performance Objectives

TBA.