Janus Henderson Investors Job Description

Role: Trainee, Consultant Relations (12 Month FTC)
Location: London
Department: Global Distribution – EMEA Institutional

The company

We are a leading independent global asset manager, dedicated to delivering the best outcomes for our clients through a highly diversified range of actively-managed products. We are truly global, supporting our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives. We build client trust by being dependably excellent in all things, and we put the client at the heart of everything we do. Our high-energy and collaborative culture at Janus Henderson helps our client achieve their goals and ensures that our people love the place they work.

The department

Distribution is responsible for the marketing, promotion and ongoing development of the JHI product offering, for both institutional and intermediary channels globally. Distribution is a trusted partner to clients, and they enable investment solutions through active management. Areas within Distribution consist of Sales, Global Marketing, Global Product and Investment Trusts.

Overview of the role

Reporting to the Global Head of Consultant Relations, you will primarily support the UK consultant relations team in their engagement with UK investment consultants. You will also support the global consultant effort working with the Global Head of Consultant Relations and other team members. You will gain an understanding of the role of investment consultants and institutional market dynamics. You will also learn about the broad range of investment capabilities across Janus Henderson investment platform and will liaise with members of the Global Marketing and Product Team as part of your daily duties.

The Investment20/20 programme

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.

Duties and responsibilities

You will:

- Support the consultant relations team in their engagement with investment consultants
- Deal with ad-hoc consultant enquiries
- Work closely with colleagues to manage the monthly and quarterly update process for consultants
- Work with the RFP and Presentations team to ensure all requirements for quarterly consultant update meetings are met, with the specific requirements of different consultant firms taken into account.
- Coordinate and provide initial review to RFP, RFI and similar documents, as well as presentations as required
- Collate prep meeting materials and follow-up information to research visits
- Attend pre-meets for research meetings and following-up on any actions
- Maintain consultant relationship tools and materials, consultant management information reports and activity, product matrix and ratings, communication log etc.
- Collate and analyse competitor information (e.g. from MPA, eVestment and Camra) for priority products to ensure Janus Henderson is positioned appropriately to win new business
- Review consultant database content and ensure the correct products are covered and entries are updated
- Manage regular communications to consultants, and analysis of management information where available
- Update Client Relationship Management (CRM) Database as required Complete ad hoc consultant relations projects as required.

Supervisory responsibilities

- No

Technical skills and qualifications

- You will be using Microsoft Teams, Word, Excel and PowerPoint skills
- Microsoft Outlook and CRM

Competencies required

In addition to putting clients first, and succeeding as a team, the competencies for this role include:

- Effective at working collaboratively in a team environment
- Strong time management skills. Be a self-starter with ability to prioritize and manage workload and work to deadlines
- Good verbal and written communication skills
- Excellent attention to detail with an ability to understand the external client and take pride in your work
- Use discretion and be tactful when dealing with sensitive/confidential issues

Ongoing competence in the role to be assessed, in line with applicable regulatory requirements, by:

- Annual performance appraisal
- Completion of all assigned compliance training
- Annual attestation (Knowledge and Competence in-scope roles only)

Compliance requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson’s Clients first, act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if additional guidance is required
- Understand and abide by all Janus Henderson policies applicable to your role, and seek support/guidance of the policy owner guidance when required
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

We are an equal opportunity / affirmative action employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.