Manager, Compliance and Legal

About UTAM

Located at College and Bay, UTAM is a not for profit corporation established by, and an affiliate of, the University of Toronto.

UTAM offers motivated, high-achieving individuals the opportunity to join a dedicated, collaborative team of experienced investment, risk and operations professionals. Our focus is to provide long-term value for our client, the University of Toronto, and its diverse stakeholders through disciplined investment and risk management practices.

UTAM manages over $10 billion in assets with a team of more than 20 professionals. We invest globally across a variety of asset classes using a wide range of strategies. We offer a fast-paced and collaborative work environment, with competitive compensation and benefits, along with opportunities for career development.

UTAM is registered with the Ontario Securities Commission as a Portfolio Manager. Further information about UTAM is available at www.utam.utoronto.ca.

Position Summary

In this role, UTAM is seeking an investment compliance and/or legal professional with experience in developing and implementing a compliance program relevant to an OSC portfolio manager registrant. The ability to lead drafting of policies and procedures is essential to this position. This position also involves the management of certain legal work, particularly with respect to review and analysis of investment agreements. Diligence, accuracy, and attention to detail are essential. This opportunity is ideal for someone who is analytical and detailed, as well as being in possession of superior skills in, and comfort with, producing written material (e.g., policies and procedures, reports, etc.), delivering verbal communications (e.g., training, presentation to internal committees, etc.) and in negotiating agreements.

This position provides compliance and legal support to the Chief Operating Officer (who is also the Chief Compliance Officer) in respect of both investment and corporate matters and in undertaking various ad hoc initiatives and projects that may arise from time to time.

Responsibilities

- Develop and maintain investment policies and procedures and provide support.
- Maintain the compliance program as relevant to an OSC registrant in the Portfolio Manager category, including:
  - Maintain OSC registration for UTAM and registered individuals.
Monitor developments in securities regulations and best practice developments and advise the COO (and the Ultimate Designated Person) as necessary, including making recommendations for achieving compliance.

Implement various programs arising from the Code of Ethics requirements, including personal trading, gifts and entertainment reporting, and managing other conflicts of interest issues.

Oversee compliance with applicable regulations, internal restrictions, and client guidelines.

Maintain and execute investment compliance restriction tests and monitoring.

Review and lead negotiations in respect of investment legal agreements (e.g., confidentially agreements, investment management agreements, limited partnership agreements, subscription agreements, side letters, etc.), working with the Chief Operating Officer, the Investment team, and with external legal counsel and investment managers when necessary.

Review and participate in negotiations in respect of investment and corporate services agreements, as requested.

Undertake ad hoc projects and reporting initiatives as required.

Qualifications, Experience, and Personal Attributes

- University undergraduate degree (preferably in Business, Law, or English).
- CA CPA or LLB in good standing, an asset.
- Qualifications to satisfy educational requirements for CCO registration are desirable as this position may potentially lead to CCO appointment.
- Completion of, or progress toward, CFA (desirable but not required).
- A minimum of 7 years’ progressive investment compliance experience, particularly in an environment with institutional advisory clients.
- Ability to interpret and communicate regulatory and legal requirements in plain language.
- Organized, flexible, personable, a high degree of accuracy, and strong attention to detail.
- Exceptional written and verbal communication skills.
- Proficiency in MS Office, particularly Word, PowerPoint, and Excel.
- Ability to meet strict deadlines by multitasking and prioritizing assigned deliverables under pressure.

Note that applicants selected for an interview may be required to demonstrate writing ability.

Apply to careers@utam.utoronto.ca