ASX Position description

PRoduct Manager, Investment products

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| ASX “All Roles Flexible”ASX offers mutually beneficial flexible working arrangements for all roles.We recognise that employees need to balance work and personal lives. |
|  | Product Manager, Investment Products |
| ASX Opportunity Snapshot | What’s On OfferAn opportunity to work in a product manager role within a motivated team that represents the Investment Products business within ASX.This role will assist a small team that is responsible for:* facilitation of the review and admission of AQUA and Warrants products, including ETFs, Managed Funds, mFunds, Structured Products and Warrants,
* ASX’s commitment to admission decisions within agreed timeframes; and
* the ongoing support of such products through liaison with relevant ASX departments and ASIC.
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| **Role:** | Product Manager, Investment Products  |
| **Reports to:** | Manager, Investment Products  |
| **Budget:** | N/A |
| **Team:** | Listings, Issuer Services & Investment Products |
| **Date:** | April 2019 |
| **Location:** | Sydney, NSW |
| **Flexible Role:** | Yes |

## What you’ll do:

***New Investment Products***

* Assist the Investment Products team in assessing and developing new Investment Products. This will include the following:
	+ Assess new product proposals against ASX rules and ASIC guidance and identify any policy concerns in a timely manner. This includes the review of disclosure documents, and accompanying application documents and presenting proposals to management, legal advisers and ASX Compliance identifying relevant issues and recommending whether the application should proceed.
	+ Support of the marketing efforts and educational content for new products across digital and other channels.
	+ Liaise with prospective and existing fund managers and their service providers (including responsible entities, lawyers, market markers and unit registries) in regards to new products, facilitation of trading on ASX of such products and encouragement of further innovation.
	+ Track new Investment Product opportunities through Salesforce.

***Ongoing support of ASX Investment Product***

* Be the first point of contact for Issuers across compliance, operational and general matters and escalate to the relevant ASX departments.
* Preparation of regular internal and external facing reports on the state of ASX Investment Products.
* Maintenance of ASX Investment Products pages on ASX.com.au; including copywriting, review, regular updates and preparation of educational material.
* Support ASX accounting teams in billing.
* Participation in ASX Investment Product presentations, webinars, roundtables and seminars to internal and external stakeholders.
* Drive process improvements and deliver efficiencies to reduce risk and improve customer experience across a number of projects.

## What you’ve done:

* Experience in a financial markets environment
* Experience dealing with ASX Operating or Listing Rule issues or queries, or the Corporations Act and legal issues associated with financial products
* Excellent verbal and written communication skills in English
* Strong technical skills in data analysis and presentation
* Completed a Bachelor’s degree in business, finance or economics. Post-graduate degrees and/or CFA designation viewed favourably.

## And if you’ve got some of this, even better:

* Broad ranging knowledge of the operation of financial markets including types of investment products (managed funds, ETFs, warrants and structured products), their application to portfolio construction & asset allocation, a working knowledge of the ASX Operating Rules, the Corporations Act and legal issues associated with financial products
* Cognisant of policy issues that have an impact on current and future performance of financial products

traded on ASX.

* Experience with financial data systems including Bloomberg, IRESS, FactSet, Morningstar.
* Strong presentation, communication and people skills
* Experience with capital markets transactions and modelling

## What you need to enjoy and be good at for this role:

* A genuine interest in business and capital markets
* Collaborating with multiple internal and external stakeholders
* Analysis and generating data driven insights
* Customer management focus
* External, outgoing, high interpersonal skills
* Be a team player and ability to build a rapport and work effectively with peers, superiors and external stakeholders
* Ability to deal with multi-functional, multi-discipline issues
* Ability to deal with senior level execs
* Ability to negotiate
* Strong work ethic