

## FTC Project Manager (IFRS17)

**Reports to: -**

Head of Change

**Location: -**

75 King William Street, London

*(currently working remotely due to COVID-19)*

**Date: -**

March 2021

**This is a full-time 12 month Fixed Term Contract role. Flood Re is happy to talk Flexible Working.**

Flood Re is a re-insurance Scheme that makes flood cover more widely available and affordable.

Flood Re is a joint initiative between the UK Government and Insurers. Every insurer that offers home insurance in the UK must pay into the Flood Re Scheme. This Levy raises £180m every year that we use to cover the flood risks in home insurance policies, purchase further reinsurance against catastrophic flooding and to run the Company.

Flood Re will run until 2039 and is tasked with ensuring that the market will then be offering policies with premiums based on actual flood risk. This is an exciting opportunity to join a respected, highly motivated team in a project management position.

### **Purpose**

Flood Re is implementing a number of significant changes, including those relating to the implementation of IFRS17. The Project Manager will lead the scoping and planning of the initiatives, manage the delivery of the initiatives according to scope, time, cost objectives and in line with project standards. This role will work with the relevant business areas (finance, actuarial, IT and Operations) to achieve successful outcomes and in compliance with necessary controls and standards

### **Principal responsibilities**

- Take personal ownership for the successful delivery of this large and complex project.
- Work within Flood Re's project and change framework to successfully deliver the project to migrate Flood Re's current operational outsourcing model to its new target model.
- Ensure the project has clear project requirements, objectives, benefits, resources requirements, costs, dates and deliverables.

- Manage the project using recognised project management tools to ensure the timely delivery of its agreed objectives and milestones.
- Provide timely, accurate and audience appropriate updates and reports to the project sponsor, project stakeholders, Steering Committee Executive Committee and Board, escalating issues promptly and transparently.
- Develop, complete and maintain project and business documentation during the lifecycle of the project including, policy documents, project requirements, project plans, progress reports, cost / benefit analysis and risk / issue logs.

#### **Risk Responsibilities**

- Act as First Line of Defence, to identify and manage risks, generate and review risk information, and to take appropriate actions to maintain the risk exposure within appetite. Risks should be reported to ExCo and the Risk Function

#### **Information Security Responsibilities**

- As a member of Flood Re, you are expected to foster a security-aware culture through your own actions and behaviour by exercising good judgment, being aware of Information Security risks, compliant with policies, diligent in the completion of Information Security training, mindful of any suspicious activity and proactive in your response to it.

#### **Knowledge and Experience**

- Proven project management experience within a finance change environment
- Excellent stakeholder management including the ability to operate with Executive and Board level stakeholders
- Prince II/ISEB/or equivalent project management qualification
- Excellent communication and presentation skills
- Forward planning (ability to anticipate future outcomes)
- Able to handle and process large amounts of data
- Able to quickly identify potential problems and seek advice when required
- Excellent interpersonal and people management skills: use of communicating, negotiating, direct/indirect influencing strategies and techniques
- Have some knowledge of business change techniques such as business process modelling and re-engineering
- Broad understanding of the insurance business
- Understanding of use of technology to support business and create and execute strategy

#### **Regulatory Responsibilities**

As Flood Re is dual regulated by the Financial Conduct Authority and the Prudential Regulation Authority, you will be expected to abide by the required regulatory obligations placed on you, as required, depending on your role.

This role is a Conduct Rules role, and Flood Re has designated this role as one that requires involvement in certain aspects of Flood Re's regulated activities. This role is subject to the First Tier Conduct Rules detailed below.

**First Tier Conduct Rules**

	No	Rule
Tier 1 Individual Conduct Rules	1	You must act with integrity.
	2	You must act with due skill, care and diligence.
	3	You must be open and co-operative with the FCA, the PRA and other regulators.
	4	You must pay due regard to the interests of consumers and treat them fairly.
	5	You must observe proper standards of market conduct.

*I have read, understood and agree to:*

- 1. fulfil the role and responsibilities as set out in this job description;*
- 2. abide by the Regulatory Responsibilities detailed above; and*
- 3. abide by the Compliance Framework and Procedures.*

<b>Signed (job holder):</b>	
<b>Name:</b>	
<b>Date:</b>	