

## FTC Research Manager 12 Months

<b>Reports to: -</b>	Head of Research
<b>Location: -</b>	75 King William Street, London <b>(We operate a Hybrid Working Model)</b>
<b>Date: -</b>	April 2024

**This is a full-time position, for a duration of 12 months. We are happy to discuss Flexible Working.**

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 £135m 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 **Research Manager** position.

Flood RE is committed to creating a diverse and inclusive environment; where all types of diversity is important to us. Our Recruitment process aims to ensure that we attract and appoint applicants with the right skills, knowledge, behaviours, and experience to meet the needs of our business. By embracing all types of diversity we aim to ensure that here at Flood Re everyone is respected for their contribution.

To find out more about working at Flood Re please see our [Candidate Pack - Flood Re](#)

### Purpose

The Research Manager will support and collaborate with the Head of Research to deliver a number of research projects, and work within Flood Re's Transition team.

Flood Re is also embarking on a major initiative to implement a Homes, Floods and Insurance Hub. This will involve the establishment of a new entity and governance arrangements, and operationalising this entity by convening initial committee meetings, establishing and maintaining the partnerships, and starting to deliver the first projects. This will represent a significant expansion of the organisation's research capacity and partnerships, in a very short time. You will work with partners to get the Hub and its projects up and running, and support the Hub's operations including the Steering Committee meetings.

### Principal Responsibilities

- Project management: manage the implementation of governance/operations, partnerships, research project initiation, and initial Hub operations, ensuring continued

progress and addressing any roadblocks, reporting and informing decisions at relevant milestones.

- Analysis: collating information, analysing relevant facts, communicating key developments and findings. Translation and synthesis of technical research for non-technical audiences or other project partners.
- Outreach, engagement, and people skills: scheduling and conducting meetings with relevant partners, including background research, designing materials to present project and findings, and following up. Managing steering committee operations. Collaboration with partners to ensure deliverables are completed and strategic objectives achieved.
- Research and advice: Ensuring the relevance of all research to Flood Re's transition objectives, including advising researchers on how to communicate these aspects. Some direct supporting research as needed, awareness of broader flood research in order to ensure join-up, and understanding UK institutions' research and processes.
- Internal and external communication and reporting: Provide regular updates on progress to Flood Re's Executive Committee, Board, the Hub's Steering Committee, and project partners.
- Supporting Flood Re's Transition objectives: Understand the organization's goals and dynamics present in the market, and aligning the Hub's outputs to these objectives.
- Support Head of Research: with research and analysis support as needed.
- Writing and editing: clearly written documents to communicate and progress (research, data analysis, internal/external reporting).

**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:**

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 all policies (including but not limited to fair usage and information security), diligent in the completion of Information Security training, mindful of any suspicious activity and proactive in your response to it and immediate reporting of any concerns or issues to the Flood Re IT / infosec team.

**Knowledge and Experience**

- Project management skills, able to plan and conduct a multi-faceted workstream with different strands and deliverables, and attention to detail
- Strong research and analysis skills and ability to understand different strands of research and connect them back to a larger strategic vision

- Experience of conducting/managing complex projects, balancing research-related tasks with outreach and engagement, and managing multi-disciplinary projects and partnerships
- Good stakeholder management, and people skills, able to capably represent organisation and build and maintain internal and external relationships
- Good communication and presentation skills, both face to face and written; ability to explain technical questions to different audiences and integrate concepts
- Experience with partnerships and collaboration, able to balance internal and external objectives, integrate and reframe concepts, and find win-wins
- Uses initiative to find solutions and approaches problems with curiosity and open mindedness
- Ability to work independently and autonomously
- Experience in any or all of flooding, risk management, insurance, homes and buildings, climate, industry-relevant research, and research institutions is desirable

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>	
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Name:	
Date:	

Signed on behalf of Flood Re (line manager):	
Name:	
Date:	