
Job Description

Job title:	<i>Business Manager – Investments</i>
Location:	<i>London</i>
Company:	<i>Resolution Life Group Services Ltd.</i>
Reports To:	<i>Head of Planning & Control, Investments</i>
Group Wide Internal Level:	<i>Associate</i>

POSITION SUMMARY:

This role provides support to the Head of Planning & Control and Asset Management Senior Leadership to ensure delivery of key initiatives for Resolution Life.

The scope of work is focused both on the organisation and running of the Investment Function across Resolution Life, including both BAU and Change activities.

OVERVIEW

The Asset Management Change Lead is a high-profile role working directly with Asset Management Senior Leadership and other senior management in a fast growing, entrepreneurial, global life insurance company.

The role is based in London and requires limited travel. There is opportunity to work from home 2 – 3 times a week based on business need.

As a successful applicant, you have a background in professional services (asset management, banking, or consulting). You are organised, energetic, resilient, intellectually curious, have a strong ability to get things done and excel at developing relationships with a broad set of stakeholders throughout the company.

KEY ACCOUNTABILITIES:

- Support Build-Out of new Target Operating Model for investments, and associated OKR / QBR reviews
 - Effective prioritisation, co-ordination, and preparation in advance of internal and external meetings as required for change initiatives.
 - Coordination of Group Investment Policies
 - Ownership of BAU Asset Management projects
 - Co-ordination with the Transformation Office on large scale strategic initiatives
 - Preparation of project documentation including initiation documents, business cases, and project plans
 - Providing the link between Group and Platforms to ensure a cohesive and supportive approach to Asset Management Initiatives
 - Ability to take on any other responsibilities or tasks whenever reasonably instructed such as leading BAU processes for the Asset Management team.
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EDUCATION:*Required qualifications:*

- Track record of academic excellence

Beneficial qualifications:

- Project Management Qualifications
- Change Management Qualifications

EXPERIENCE:

Ideally you understand and have experience in the asset management / insurance / financial services environment combined with proven project management skills.

SKILLS and capabilities:

Approachable, highly organised with a positive, can-do attitude.

- Ability to think on your feet and troubleshoot with a strong focus on results – combined with the ability to cope with ambiguity and prioritize confidently against conflicting demands.
- Natural communicator with the ability to build rapport quickly and engage collaboratively with a broad network of stakeholders.
- Excellent organisational and planning skills with a strong attention to detail.
- Excellent written and verbal communication skills.
- Discrete and able to manage confidential information with care and discretion.
- Ability to work as an individual contributor, take initiative and problem-solve whilst also being able to contribute to a team environment.
- Taking ownership of their actions and deliverables.
- Able to spot conflicts and seek guidance when necessary.
- Technologically proficient in applications necessary to efficiently collaborate and manage communications and presentations.
- High level of pragmatism