

Job Description

JOB TITLE:	Analyst (Portfolio Analytics)
DEPARTMENT:	Actuarial
JOB HOLDER:	
REPORTS TO:	Lead Actuary (Portfolio Analytics)

Purpose of the Job:
<p>To support the Lead Actuary (Portfolio Analytics) in delivering the Group's Portfolio Analytics strategy.</p> <p>To be a point of contact for the Underwriting teams, the Actuarial SMEs and other Group functions in respect of Portfolio Analytics activity.</p>
Principal Accountabilities:
<p>Portfolio Analytics</p> <ul style="list-style-type: none">• To support the Lead Actuary in the materially enhancing the Group's approach to Portfolio Analytics across all distribution channels• To support the research, development and challenge of fundamental approaches and best practices in regards to portfolio management• To engage with the Group's Actuarial SMEs and Underwriting teams to ensure Portfolio Analytics tools and insights are appropriate, well-understood and add value to the underwriting process• To be a subject matter expert for the Group's Portfolio analytical tools, identifying opportunities for new build and/or recalibration such that these are used widely and appropriately throughout the Group• To investigate new systems/technology, sources of data and approaches that would be enhance the value and efficiency of the Portfolio Analytics process.• To work with Group functions to ensure Portfolio Analytics data is available for reporting and analysis.• To support the design and monitoring of the Group's Portfolio Analytics framework to ensure compliance with both the internal and any regulatory minimum underwriting standards• To support on the Lead Actuary on ad-hoc projects as required <p>Group Initiatives</p> <ul style="list-style-type: none">• To represent the Actuarial team in, and be an active and constructive contributor to, the Group's strategic initiatives in respect of portfolio management across all distribution channels
Regulatory Conduct Rules
<ol style="list-style-type: none">1. Act with integrity.2. Act with due skill, care and diligence.3. Be open and co-operative with Lloyd's, the FCA, the PRA, and other regulators.4. Pay due regard to the interests of customers and treat them fairly.5. Observe proper standards of market conduct.

Education, Qualifications, Knowledge, Skills and Experience:

- Obtained a relevant, numerate degree with a good overall grade and good overall educational passes at GCSE and A-Level (or equivalent).
- Excellent IT skills, in particular, MS Excel and the wider Office suite. Ability to use R / Python and other predictive modelling software will be advantageous

The incumbent must also demonstrate the skills and ability:

- To build effective working relationships within the team, across the Actuarial department and across other internal departments as required.
- To ensure clear and structured verbal and written communication.
- To identify efficiencies and process improvements within tasks assigned.
- To provide progress updates to management as required, engaging with management to agree priorities, scope and timescales of tasks.
- To identify any obstacles to the delivery of tasks, problem solving using existing solutions and escalating any issues to management as required.
- To work with moderate guidance and direction, ensuring delivery of own work to meet deadlines.

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed

Dated

Name