



### Role Profile

|  |                          |
|--|--------------------------|
| <b>Position Title</b>                        | IT Development Associate |
| <b>Role Holder</b>                           |                          |
| <b>Reports To</b>                            | Manager – IT Development |
| <b>FCA/PRA Approved Person Category(ies)</b> | N/A                      |
| <b>Date</b>                                  | November 2023            |

#### Overall role

- **To develop and maintain corporate IT systems and provide user support in core office hours for all corporate systems.**
- **Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies.**
- **Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations**

#### Key Responsibilities and Competencies

- **To develop and maintain corporate IT systems and provide user support in core office hours for all corporate systems.**
  - Take ownership of assigned tasks taking pride in successful delivery and attention to detail.
  - Take part in the analysis of business requirements.
  - Take part in the design of appropriate solutions.
  - Produce detailed technical documentation.
  - Develop and test appropriate and maintainable software to a high technical standard ensuring that it meets the on-going business needs and conforms to the Data Policy (located on the Extranet) which outlines the RiverStone approach to data quality. E.g., Control over data interfaced and manually entered, data reconciliations, etc.
  - Quality control
    - When developing new, or modifying existing, code consider coding standards, best practice and maintainability.
    - Participate in the design of testing routines that will confirm that software meets business requirements.
  - Deliver software with awareness of project deadlines.
  - Monitor systems as required.
  - Provide user support to agreed standards as required.
  - Adhere to the formal Change Request process.
  - Complete and provide status updates on allocated work.
  - Respond to ongoing business demands beyond daily working hours.
  - Run regular batch processes for maintenance and updating of insurance, financial and reporting systems as required.
  - Keep abreast of changes in technology and recommending improvements to current systems and processes.
- **Have an awareness of the Treating Customers Fairly (“TCF”) and Conduct Risk strategies.**

- **Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations**
- ***On a temporary or permanent basis you may be required to undertake other duties in addition to, or in substitution of, those listed in this role profile.***

#### **Direct Reports**

None

#### **Internal Relationships**

All Departments

#### **External Relationships**

None

#### **Authority to Act for the Company**

None

#### **Conduct Rules**

The regulatory Conduct Rules set minimum standards of individual behaviour in financial services:

- You must act with integrity.
- You must act with due care, skill and diligence.
- You must be open and cooperative with the FCA, the PRA and other regulators.
- You must pay due regard to the interests of customers and treat them fairly.
- You must observe proper standards of market conduct where applicable.
- All Conduct Rules staff to 'act to deliver good outcomes for retail customers' where the activities of the firm fall within the scope of the Duty

#### **Conduct Standards**

All employees are expected to abide by the RiverStone Code of Conduct

#### **Competence – Experience**

- Educated to Degree level with an 'A' level in Mathematics.
- Experience of system development

#### **Knowledge**

Desirable

- Oracle PL/SQL
- IT development methodologies (Agile, Waterfall, etc)
- Working knowledge of data warehousing techniques

#### **Skills**

- Planning and time management
  - Prioritisation
  - Estimating



**RiverStone**  
International

- Implementation of change into the production environment
- Soft Skills
  - Informed decision making
  - Flexible 'can do' team focused approach.
  - Ability to take ownership of a task.
  - Diligence and attention to detail.
  - Communication and presentation skills across technical and non-technical audiences
- Ability to understand, analyse and identify a solution to a problem.

Confirmed as an accurate description of the function

.....  
Role Holder

Date .....

.....  
Manager

Date .....