

### Role Profile

<b>Position Title</b>	Project Manager
<b>Role Holder</b>	
<b>Reports To</b>	Project Manager - Senior Manager
<b>FCA/PRA Approved Person Category(ies)</b>	No
<b>Date</b>	May 2024

### Overall role

- To ensure successful delivery of projects to support RiverStone International's strategy and vision through the effective and efficient management and delivery in adherence to Riverstone's Project Management governance and methodology.
- To represent the business externally with vendors and consultants during the project lifecycle
- 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 ensure successful delivery of projects to support RiverStone International's strategy and vision through the effective and efficient management and delivery in adherence to Riverstone's Project Management governance and methodology:
- Manage projects in accordance with RiverStone's project governance processes, using structured and appropriate project methodologies.
  - Produce and maintain all relevant project documentation to appropriate quality standards - including initiation and closure documents, plans, reports, RAID logs, resource estimates, etc.
  - Establish and run effective and appropriate project steering meetings and cross workstream meetings which may include external attendees.
  - Manage and maintain strong relationships with sponsors and stakeholders. Internally and externally.
  - Identify, lead, organise and coach business project resources to ensure successful delivery.
  - Communicate project status effectively and routinely to all relevant parties in accordance with established project governance.
  - Provide project KPI and PIs data for allocated projects feeding into central Project Governance.
  - Identify and manage risks and issues effectively to mitigate impact to project success.
  - Liaise effectively with 3rd parties and partners involved in project execution.
  - Identify and promote opportunities for process improvements with central Project Governance.
  - Ensure projects' compliance within the requirements of RiverStone, the PRA, the FCA and external auditors as required, requested and or mandated.
  - Identify and escalate risk events, as defined by Riverstone's risk management framework, to the Management team of the function.

- Take ownership for personal development.

**To represent the business externally with vendors and consultants during the project lifecycle**

**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**

Office of the CEO

Members of ExCos and all associates involved in a project

#### **External Relationships**

External partners, external consultants, suppliers

#### **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**

- Experience of managing and successfully delivering 10 or more medium/high complexity projects with multiple workstreams
- Experience of working with Heads of Functions & Senior Management – up to and including C suite.
- Experience of working with Business and IT functions



- Ability to lead, manage and deliver complex insurance M&A Integration Projects and/or internal business changes projects covering IT, Data, Process Improvement, Regulatory/Compliance etc
- Project delivery focused with excellent organisational skills
- Proactive in identifying innovation
- Experience in delivering projects working with external partners
- Experience in leading projects across different geographies with multiple workstreams
- Experience in planning and executing complex projects
- Excellent project documentation

**Knowledge**

- Knowledge of project management frameworks and governance procedures including agile methodologies
- Understanding of Insurance and Run-Off
- Understanding of project management tools
- Attained an industry recognised PM qualification or accreditation (e.g. PRINCE2, PMQ)
- Knowledge of merger and acquisitions processes
- Energetic and driven with a flexible 'can do attitude'

**Skills**

- Excellent verbal and written communication skills with ability to communicate at all levels of the organisation
- Planning and implementation
- Project management
- Financial management
- Organisational skills
- Personal time management

Confirmed as an accurate description of the function

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Role Holder

Date .....

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Manager

Date .....