

# JOB DESCRIPTION



<b>Role</b>	<b>Graduate Trainee (Underwriting)</b>
<b>Department</b>	Graduates
<b>Location</b>	London
<b>Reporting to</b>	Talent & Development Manager (activities overseen by Group Head of HR and Director of Underwriting)
<b>Reporting into role</b>	N/A
<b>Dimensions</b>	TMK Group UK, EU & Asia
<b>Size of operation</b>	500
<b>Business Scope</b>	All TMK lines of business
<b>Last updated</b>	<b>January 2018</b>

**Purpose & Accountability** The Graduate trainee will be supported through a varied 2.5 year programme of structured work placements spanning key business areas. This role holder will contribute to or lead on the delivery of a wide range of work programmes and activities to support future career progression. The role holder will be supported to take part in a range of work activities, training and development opportunities which will contribute to both the completion of the individual's development programme and the business objectives.

## **Principal Accountabilities**

### **The role includes responsibility to:**

- Undertake placements in a selection of areas across the company (i.e. underwriting divisions, Claims, Wordings). Providing exposure and understanding of varied insurance & company activities. The role holder will be required to achieve the learning objectives set at each placement which can last up to 4 months.
- Complete tasks, projects and objectives as set at each placement to a high standard, and demonstrate genuine commitment and engagement to each team throughout each placement.
- Provide team support as and when required at each placement, demonstrating efficiency and attention to detail.
- Champion the company Values and work in accordance with the company Values & Behaviours.
- Understand and comply with relevant rules and regulations relating to financial services & insurance roles especially understanding the behavioural aspects of conduct and financial crime.
- Develop an understanding of the technical underwriting principles and processes involved in each line of business. This includes the understanding of underwriting principals & practices, the operation of both Lloyds and company platforms and the identification and assessment of risk.

- Develop an understanding of the technical principles and processes involved in other areas of the business and learn how they work individually and in partnership with the various underwriting teams.
- Take part in learning and development opportunities as necessary in order to attain the skills and knowledge required to carry out specific tasks on each placement and in order to increase general insurance knowledge. To take personal ownership of opportunities for training and development, in liaison with HR.
- Build and foster internal and external stakeholder relationships across TMK and the wider industry.
- To commit to undertake the study required to successfully pass all examinations and course components that form part of the graduate scheme.
- Complete placement objectives for each rotation and discuss performance with Rotation Manager.

#### Technical Capabilities

- Expecting or achieved a 2:1 honours degree or above in any discipline.
- Well demonstrated analytical skills
- Excellent interpersonal skills.
- Ability to work as part of a team.
- Proven numeric ability
- Strong communication skills
- Fluent in English.
- Demonstrate experience of using Microsoft Word, Excel and Outlook.

#### Additional Information

- Demonstrate a pro-active and client focused approach, with a focus on innovative solutions.
- To act as a 'buddy' to new graduates who join the graduate scheme and to support the running of subsequent programmes

#### Competencies & Behaviours

##### ALL STAFF

##### LEVEL

Analytical Thinking	Proficient (=3, Above expectations)
Demonstrating Professionalism	Excellent (=4, Exceptional)
Developing Yourself	Excellent (=4, Exceptional)
Adaptability	Proficient (=3, Above Expectations)
Acting Decisively	Satisfactory (=2, Meets Expectations)
Responsibility and Accountability	Satisfactory (=2, Meets Expectations)
Profit Driven Mind-set	Satisfactory (=2, Meets Expectations)
Delivering Quality	Proficient (=3, Above Expectations)
Problem Solving	Proficient (=3, Above Expectations)

Internal Customer Service/Treating People Respectfully  
External Customer Service/Treating People Respectfully  
Communicating Effectively  
Demonstrating Teamwork  
Building & Maintaining Relationships

Excellent (=4, Exceptional)  
Excellent (=4, Exceptional)  
Proficient (=3, Above Expectations)  
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Proficient (=3, Above Expectations)