



### Role Profile

<b>Position Title</b>	Project Support Associate
<b>Role Holder</b>	
<b>Reports To</b>	Associate Director – Project Management
<b>FCA/PRA Approved Person Category(ies)</b>	N/A
<b>Date</b>	December 2023
<b>Location</b>	London

### Overall role

<ul style="list-style-type: none"> <li>To support Project Managers in the delivery of agreed business outcomes for RiverStone which support its strategy and vision through the effective and efficient management and delivery of Integration projects</li> <li>To assist the Associate Director of Project Management to maintain, enhance and embed Riverstone’s Integration Project Playbook, and to meet programme, company reporting and compliance requirements. Proactively assist project managers to ensure that projects are delivered in accordance with the Integration Project Playbook. Responsible for managing and maintaining continuous improvement of the Integrations Project Playbook, SOPs (Standard Operating Procedures) and template documentation.</li> <li>To represent the business externally with consultants and prospective vendors in respect of due diligence and integration of acquired portfolios in the UK and overseas</li> <li>To undertake such other duties as may be reasonably required by the Company on a temporary or permanent basis</li> <li>To promote RiverStone and CVC in the wider community through the work carried out on behalf of the company</li> <li>Have an awareness of Treating Customers Fairly (“TCF”) and Conduct Risk strategies</li> <li>Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations</li> </ul>
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### Key Responsibilities and Competencies

<p><b>1. To support Project Managers in the delivery of agreed business outcomes for RiverStone which support its strategy and vision through the effective and efficient management and delivery of Integration projects</b></p> <ul style="list-style-type: none"> <li>Close tracking of deliverables and milestones on multiple with the several Project Managers and Workstream Leads.</li> <li>Support the Project Manager in tracking of services from 3<sup>rd</sup> parties.</li> </ul>
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- Support the PMs with preparation for Cross Workstream Group Meetings and any other project meetings as required, including setting agendas, scheduling and taking meeting minutes.
- Proactively follow up on risks, issues, actions and change logs effectively to mitigate project impacts by reviewing regularly with the Project Manager's and taking initiative to follow up directly with Workstream Leads.
- Ensuring all workstream leads have access to project folders and documentation.
- Provide UAT support to Project Managers by ensuring system access is correctly set up and checked, huddle boards prepared and UAT scrums organised.
- Organising all project related documentation in line with the Project Management Playbook at RiverStone in conjunction with the Project Manager to the appropriate quality standards.
- Assist the Project Manager with the Project Closure activity and documentation.

**2. To assist the Associate Director of Project Management to maintain, enhance and embed RiverStone's Integration Project Playbook, and to meet programme, company reporting and compliance requirements. Proactively assist project managers to ensure that projects are delivered in accordance with the Playbook. Responsible for managing and maintaining continuous improvement of the Integrations Project Playbook, SOPs (Standard Operating Procedures) and template documentation.**

- Become the custodian for changes to RiverStone's Integration Playbook and other documented processes and project templates.
- Own and maintain the team's Project documentation folder including developing a process for changes to templates, SOPs, the Playbook and maintain an up to date inventory of project artefacts.
- Maintain an ongoing list of project artefacts.
- Co-ordination of project status reporting across the portfolio ensuring reporting deadlines are met. Collation of reports to be completed to a high standard as recipients are Senior Executives of the Company.
- Organise and control monthly reporting to the Executive Steering Committee and preparation of any other reports as required.
- Assist the AD in tracking of resource allocations across the team and other departments.
- Own and drive the continuous improvement plan for the Integration Project Management team by ensuring it is up to date, actions are being completed by team members and improvements fully implemented.
- Facilitating project closure and lessons learned reviews across the portfolio of Integration projects ensuring the lessons learned are implemented in upcoming projects and in the Project Management Framework

**3. To represent the business externally with consultants and prospective vendors in respect of due diligence and integration of acquired portfolios in the UK and overseas**

**4. To undertake other duties as may be reasonably required by the Company on a temporary or permanent basis**

**5. To promote RiverStone and CVC in the wider community through the work carried out on behalf of the company**

**6. Have an awareness of Treating Customers Fairly ("TCF") and Conduct Risk strategies**



**7. Have an awareness of Data Protection legislation, including the Data Protection Act and the General Data Protection Regulations**

### **Direct Reports**

None

### **Internal Relationships**

Project management Team / M&A department / Members of Exco / all associates included within each acquisition

### **External Relationships**

Acquisition partners, external consultants, suppliers, external bodies such as Lloyd's of London

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

None

### **Conduct Rules**

- You must act with integrity
- You must act with due care, skill and diligence
- Except in relation to whistleblowing, you must be open and cooperative with the FCA, the PRA and other regulators in line with procedures agreed with your line manager
- You must pay due regard to the interests of customers and treat them fairly
- You must observe proper standards of market conduct where applicable

### **Conduct Standards**

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

### **Competence – Experience**

- Extensive experience of using MS office to manage own and other peoples work activities, specifically Outlook, Excel and PowerPoint
- 1-2 years' experience in a Project Support or Project Management Office role preferably in the Insurance Industry.



- Ability to own and drive smaller pieces of work
- Experience in working through the project management lifecycle alongside an experienced Project or Programme Manager, desirable.

**Competence – Knowledge**

- Knowledge of standard project management office functions and/or project support requirements
- Awareness of project and change management concepts
- Knowledge of project management tools and techniques
- Insurance, reinsurance, and Lloyd's market background knowledge, desirable

**Skills**

- Knowledge of Microsoft packages, including Project, Powerpoint, Word and Excel
- Excellent communication skills both written and verbal and ability to communicate at all levels in the organisation and externally
- Delivery focused with excellent organisational and prioritisation skills
- Excellent literacy and numeric skills
- Energetic and driven with a flexible 'can do attitude'
- Honesty and diligence
- Team player with consistent collaborative and partnering style
- Proactive in identifying and applying innovation.

Confirmed as an accurate description of the function

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Role Holder

Date .....

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Manager

Date .....