

## JOB DESCRIPTION

<b>Job Title:</b>	Project Implementation Trainee	<b>Department</b>	Project Management Office (PMO)
<b>Report to:</b>	Head of Transformation & PMO	<b>Is the role required by the regulator:</b>	No
<b>Country:</b>	UK	<b>Type of Contract</b>	1 year FTC

### A bit about Santander Asset Management

#### About us

Here at Santander Asset Management, we're a global asset manager operating in 11 countries, with a strong presence in key markets in Europe and Latin America. We invest over €180 billion\* on behalf of our customers across a wide range of investments, so there's plenty to get involved in. We're also part of one of the largest banking groups in the world with over 200,000 employees and 133 million customers, and recognised as one of the best 100 global brands globally.

Our strong heritage dates back to 1971 and Santander Asset Management has expanded internationally ever since, focusing primarily on Europe and Latin America. In the UK the strategic acquisition of Abbey National plc, and merger of several local asset managers, formed Santander Asset Management UK.

We're also pleased to have received a few awards over the years that we're really proud of. In 2017, we were awarded 'Best Investment Management Company' in the UK by World Finance, and we've been awarded the Gold Standard Award for Institutional Fund Management on 9 occasions since 2009. Our central London office is just a short walk from Regent's Park, and has views across the London skyline.

#### Why join us?

If you're looking to join a company that has a strong brand recognition and global presence, then this 12 month Investment20/20 placement could be for you. What is more, coaching and development is important to us at Santander Asset Management, so it'll be a great place to start your career and grow professionally. We are open and approachable, to help you - get up to speed. You'll be able to learn a broad range of skills and work with colleagues in a wide variety of departments who want to give you all the support across our company. The placement will offer you a brilliant opportunity to gain experience in asset management to help you secure a permanent role after finishing the programme, either at Santander Asset Management, or elsewhere.

#### What we are looking for

Our Investment20/20 placement is designed for graduates with a can-do attitude. We are looking for someone who is a self-starter, has willingness to learn and absorb knowledge, can work independently but also be core part of a team. Key skills we're looking for are good communication skills, the ability to think critically and methodically, as well as attention to detail. We're also keen to support further training and development for you.

#### Our values

We are passionate about helping people and businesses prosper and we strive to be simple, personal and fair in everything we do (that's our motto), so it's a really great culture. Our culture is based on respect, where everyone is empowered to keep their promises and go above-and-beyond for our customers, colleagues and communities. If you're ready to start your career join us in helping people and businesses prosper, there isn't a better place to start!

\*data as at March 2020

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### An introduction to the role

The Project Management Office is responsible for setting standards of project management across the organisation, ensuring programme management is in place capturing all active projects and ensuring delivery of projects is effective. Projects are varied and cover a wide range of activity including business readiness for regulatory change, overseeing programmes of business change including product changes and implementing new systems and corresponding process and control frameworks.

We have a really exciting opportunity for a Project Implementation Trainee to join us as a trainee on a one year contract as part of the Investment20/20 programme. You'll play an integral part in the smooth running of our small and versatile team, giving you great exposure working closely with teams across the business. Whilst we are all working remotely at present, you'd normally be based in our central London office.

In this role you'll be responsible for hands on delivery of assigned items in priority projects. This means what you are delivering will vary frequently. **You will need to enjoy using technology to find solutions to problems and be comfortable with using new systems when needed.** Your objectives will be flexible to project and business needs but the key point is you will do whatever is needed to successfully deliver projects!

This role will report into the Head of Transformation & Project Management Office, placing them well to coach and mentor you in this early stage of your career. You'll gain lots of experience and skills to take forwards in your career and **get exposure to a wide range of areas across the whole of the asset management business;** helping you grow and develop is important to us.

### What you'll be doing

Your day to day activity will be varied and focused on what's priority along with maintaining project documentation. Typical activities you will perform include

- Maintaining project documentation – we'll be counting on your attention to detail and organisation skills
- Using excel to manage data, maintain project plans and action trackers and create inputs for use in presentations to senior stakeholders
- Working closely with a range of business areas in SAM UK to ensure that project delivery is successful by ensuring the steps to deliver key milestones and project objectives are captured and getting involved in completing project activity whenever needed
- Execution and delivery of project tasks and initiatives where assigned as part of a dynamic and fast paced environment – this can include performing testing, creating procedure/user guides, designing and building new processes and controls and creating reporting and other outputs
- Using your creativity and entrepreneurship to design and enhance business outcomes in a range of system implementation projects
- Supporting the team by attending project meetings and capturing actions and updates to ensure project plans are up to date.

### Knowledge, Skills & Experience

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Essential	Desirable
<p>The ability to work on your own (of course we'll provide you with all the support you need), and drive your work independently</p> <p>Strong Excel skills given the data requirements of the materials being produced</p> <p>Strong communication skills – both written and spoken</p> <p>The ability to work with internal and external people across our company, with strong interpersonal skills</p> <p>Competent in gathering input from various sources to information and summarising it</p> <p>Execution and delivery - ability to plan, manage and prioritise multiple tasks within a definitive time frame</p> <p>Entrepreneurship – the ability to develop creative approaches to improve existing processes</p> <p>Strong organisation skills and good attention to detail</p> <p>A willingness to pitch in and be part of a team</p> <p>A willingness to study professional qualifications within the asset management industry (for example the CISI Investment Operations Certificate or Investment Management Certificate)</p>	<p>Good professional skills on PowerPoint, although again, this can all be learnt on the job</p> <p>Base knowledge of financial services and asset management</p>

How to Apply
<p>Applications to be sent to: <a href="mailto:hr@santanderam.com">hr@santanderam.com</a>            Subject the email: Trainee Application – Project Implementation Trainee</p> <p>Your application should include:</p> <ul style="list-style-type: none"> <li>▪ CV</li> <li>▪ Covering letter</li> <li>▪ Answer the 3 questions below in no more than 300 words max per question               <ul style="list-style-type: none"> <li>○ Why are you applying for this trainee role?</li> <li>○ Tell us about a recent financial news story that you found interesting and why?</li> <li>○ Tell us about the best team that you have been part of and what your contribution was.</li> </ul> </li> </ul> <p>The closing date for applications is: 29<sup>th</sup> January 2021            Start Date: ASAP</p> <p>Unfortunately we are unable to respond to all applications, should you not hear back from us within 1 month of the closing date, please presume that the application was unsuccessful.</p>

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