

Janus Henderson Investors Job Description

Role: Trainee Project Analyst (12 Month FTC)
Location: London
Department: Business Change and Transformation

The company

We are a leading independent global asset manager, dedicated to delivering the best outcomes for our clients through a highly diversified range of actively-managed products. We are truly global, supporting our individual and institutional investors across a range of products, encompassing equities, fixed income, multi-asset and alternatives. We build client trust by being dependably excellent in all things, and we put the client at the heart of everything we do. Our high-energy and collaborative culture at Janus Henderson helps our client achieve their goals and ensures that our people love the place they work.

The department

The Business Change and Transformation department has central oversight, coordination and overall delivery responsibility for major global Corporate, People and Regulatory transformation initiatives.

The team leads a global portfolio of change, managing interdependencies, resource demand, risks, issues, communications and ensures return on investment. The department also acts as an in-house consultancy function with a central pool of resource that can be deployed to projects as and when needs arise.

Overview of the role

Reporting to the Head of Programme Delivery, this role will provide support and analysis across multiple projects and programmes across the organisation.

The Investment20/20 programme

You will be also part of the wider Investment20/20 trainee community, providing you with opportunities to network with other trainees across the industry and participate in socials and industry insight events.

Duties and responsibilities

You will:

- Maintain project documentation repositories including Microsoft Teams, SharePoint and other directories as required
- Support with implementing consistent delivery practice across projects by carrying out project quality assurance checks and assisting Project Manager's to meet project deliverables where required
- Maintain portfolio logs including the Portfolio RAID log, lessons learnt log, actions & decisions log and benefits log
- Support with tracking and forecasting project financials

- Produce MI to report on key measures across projects and programmes including financials and quality assurance
- Assist with the administration around business process mapping to document "as is" and "to be" business processes including cataloguing agreed and defined processes in a central repository
- Create slides for PowerPoint meeting decks where required e.g. for Working Group and Team meetings
- Provide administrative support to facilitate key meetings, such as meeting room booking, taking minutes, capturing and tracking actions through to completion
- Provide support to coordinate the project intake process
- Actively contribute to your personal development by engaging in internal training opportunities
- Carry out additional duties as assigned

Supervisory responsibilities

- None

Technical skills and qualifications

- Strong analytical skills
- Good knowledge of MS Excel, Word and PowerPoint

Competencies required

In addition to putting clients first, acting like an owner, and succeeding as a team, the competencies for this role include:

- Excellent communication skills, both verbal and written
- Strong organizational and time management skills
- A proactive attitude and desire to develop a career in project management

Ongoing competence in the role to be assessed, in line with applicable regulatory requirements, by:

- Annual performance appraisal
- Completion of all assigned compliance training
- Annual attestation (Knowledge and Competence in-scope roles only)

Compliance requirements

At a minimum the role will require you to:

- Place the interest of Janus Henderson's Clients first, act in accordance with TCF (Treating Customers Fairly) principles
- Understand and follow laws and regulations applicable for your role, seeking the help of your supervising manager or Compliance if additional guidance is required
- Understand and abide by all Janus Henderson policies applicable to your role, and seek support/guidance of the policy owner guidance when required
- You are ultimately accountable for your actions and responsible for seeking further information on any or all of the above as necessary.

We are an equal opportunity / affirmative action employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

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Reporting line:	Project Analyst
Job Code:	50044033
Date created/Revised date:	June 2021

Entity	Regime	Function	Regulated
N/A	Certification Regime	[E.g. Client Dealing/ Managers of Certified Staff]	No
N/A	Senior Managers Regime	[E.g.] SMF3	No
N/A	K&C (MiFID II)	N/A	No
N/A	FLSA (U.S. only)	N/A	No
N/A	AML Reg 21	N/A	No