

Premia UK Services Company Limited – Role profile
IT Integration Lead

<p>Overview</p>	<ul style="list-style-type: none"> • To assist in supervising and monitoring all technology requests and ensure IT support from 03rd parties is managed appropriately . • To lead projects on behalf of the CIO and Head of Operations • To oversee the infrastructure and application roadmap • To manage the change process for all future onboarding • To work with other IT Partners to maximise value from current and future technology • To support IT Security posture and the technology roadmap (for example new Upgrades, data integration etc)
<p>Key responsibilities (for inclusion in job description)</p>	<p>To assist with the following activities:</p> <ul style="list-style-type: none"> • To manage key projects across PMAL and Company Markets • Projects include Infrastructure, data and application related initiatives • Manage project plans, set deadlines, monitor and summarise progress. Report status at a senior level • Coordinate internal resources and third parties for execution of multiple projects • Measure performance using PM tools- MS Project, RAID, Scrum Agile planning etc • Ensure Project budget is delivered within approved cost • Projects delivered to Time, Cost and Quality • Assist with quarterly MI reports within the Change function • Assist with Audits- including onboard Auditors to track Project progress. • Integrate IT systems from multiple platforms • Oversee technical functionality- choosing new applications, decommission legacy, manage the overall Server suite with CTIS, ensure greater value from the Sequel license suite • Support the design of the new infrastructure roadmap and assist in building this into the new Quarterly IT Blueprint document • Assisting with the creation of the new Project delivery framework at Premia- includes stage gates, Business Case production, PID, Risk and Issues log, budget tracking, Scrum Sprint Plan etc
<p>Skills & experience profile</p>	<ul style="list-style-type: none"> • Extensive years Project Management experience within the London Market Insurance sector, with proven work experience delivering multiple £10m + projects • Project Management Professional (PMP)/ PRINCE II certified at practitioner level • Able to create Work Breakdown Structures, Critical Path analysis and earned value management • Self-starter with knowledge of onboarding new portfolios • Experience or co-ordinating virtual teams to deliver project objectives. • Deep knowledge of IT change and run projects • Ideally a code development and database analyst background • Good knowledge of the Technology CAB process, including preparing documentation and representation of the IT Leadership team as part this process • Computer literate with a good working knowledge of Microsoft Office, including MS Project, Visio and Excel • Good team working ethic with excellent customer service approach

Company's values	<ul style="list-style-type: none">• Bold “We are ambitious and passionate about our future”• Expert “We use our specialisms and expertise to get things done”• Innovative “We embrace change and continually seek to improve the way we do business”• Accountable “We are outcome focused and deliver on promises”• Honourable “We act with integrity and aim to do the right thing”• Inclusive “We encourage participation and value all contributions”
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