

## CRISPIN SPEERS AND PARTNERS LIMITED

### JOB DESCRIPTION

<b>Job Title:</b>	<b>IT Project Manager</b>
<b>Reports to:</b>	<b>Head of IT</b>
<b>Business Unit:</b>	<b>IT</b>

Job Purpose:	<p>Crispin Speers and Partners Ltd (CSP) are a long-established Lloyd's insurance and reinsurance broker providing solutions for UK and International clients.</p> <p>It operates in three distinct areas of Broking in London and international markets, Underwriting solutions through the Coverholder model and Sponsorships for startup Insurance Brokers, those requiring assistance with business services.</p> <p>We are looking for an IT Project Manager on a fixed term contract of at least six months, to join our IT Team. The successful candidate will manage migration from our existing software SSP Sector and implementation and establishment of the new software solution, ensuring that transformation is delivered on time, within budget, and to the highest quality standards.</p> <p>The Project Manager will be expected to work closely with the software provider, internal stakeholders and the IT team to ensure successful implementation of a new solution.</p>
Key tasks:	<ul style="list-style-type: none"> <li>• Manage the full project lifecycle (initiation, planning, execution, monitoring, and closure)</li> <li>• Define project scope, goals, and deliverables that support business objectives</li> <li>• Develop detailed project plans, schedules, and budgets</li> <li>• Manage project budgets, forecasts, and resource allocation, ensuring the project remain cost-effective</li> <li>• Coordinate internal resources and third parties/vendors</li> <li>• Foster effective communication among stakeholders, ensuring project objectives align with business strategy.</li> <li>• Manage changes to the project scope, schedule, and costs</li> <li>• Monitor and regularly report on project progress and performance</li> <li>• Identify, track, mitigate project risks and issues</li> <li>• Produce high-quality project documentation</li> <li>• Ensure projects adhere to regulatory and market standards (e.g., FCA, PRA, Lloyd's of London requirements, GDPR, Solvency II)</li> <li>• Oversee system integrations, cloud migrations, and vendor management in line with enterprise architecture</li> <li>• Conduct post-project evaluations to identify areas for improvement</li> <li>• Work closely with the Head of IT, Business Analyst and other members of the IT team</li> </ul>

Skills and competencies:	<ul style="list-style-type: none"> <li>Ideally, proven understanding of insurance operations, including policy administration, claims handling, financial reporting, compliance, and risk management</li> <li>Experience with project management methodologies (Agile/Scrum, PRINCE2, PMP)</li> <li>Experience with Project management software (e.g., Clarity, Jira)</li> <li>Strong financial management and project governance skills</li> <li>Strategic thinker with the ability to identify challenges and develop solutions through market and customer insight as well as commercial awareness</li> <li>Possess strong influencing and collaboration skills, building relationships with stakeholders both internally and through our third parties</li> <li>Meeting organization skills (setting meeting agendas and facilitating meetings); ability to proactively plan, organize, and execute meetings to achieve desired outcomes</li> <li>Excellent communication skills, enabling you to engage and influence diverse stakeholders, foster collaboration, and articulate product requirements clearly</li> <li>Strong problem-solving skills and a proactive approach to identifying and resolving roadblocks</li> <li>Ability to manage multiple workstreams within a project</li> </ul>
Knowledge and experience desired:	<ul style="list-style-type: none"> <li>Professional experience as an IT Project Manager within the Insurance market (London Market, Lloyd's, Brokers, or General Insurance)</li> <li>Strong knowledge of technical product management, including system integrations and configuration management</li> <li>Experience of taking complex projects live</li> <li>Experience in leading projects through critical test phases, including planning, organizing, and leading the testing phase with QA support</li> <li>Skilled in implementing business and process changes, including organising training and introducing new ways of working (incl. agile methodologies)</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>Certification such as PMP (Project Management Professional), PRINCE2, or Certified ScrumMaster (CSM)</li> <li>PROSCI or similar Change Management certification</li> </ul>
Other	Any other duties requested by senior management to fulfil the job purpose