



Job Description

JOB TITLE	Senior Strategy Officer
LEVEL/BAND	MM22
DEPARTMENT	Strategy and Marketing
DIRECT REPORT (JOB TITLE)	Strategy & Propositions Manager

Overall Purpose of the Position

The Senior Strategy Officer will assist the Strategy & Propositions Manager in carrying out the necessary tasks related to planning, communicating and monitoring of the Bank's strategic plans.

The jobholder will also lead the development of strategic initiatives as identified in the strategic plan, by coordinating the efforts across the various Units / Departments.

Additionally, he/she will assess, review the implementation of the various initiatives and projects as approved in the strategic plan and report to Executive Committee on progress through balanced scorecard or other appropriate tool.

Operational Responsibilities

- Do/coordinate the necessary research to support the development of the strategic plan and the implementation of the strategic initiatives. All channels (desk research, research agency, in-house customer intelligence, off the shelves reports, etc.) will be used depending on the objective.
- Participate in the preparation, coordination, drafting and communicating of the Bank's Strategic Plan, including its yearly review.
- Be the driving force in the implementation of identified strategic initiatives, providing project coordination with other teams and ensuring alignment with proposition pipeline calendar, IT roadmap and Marketing Activity calendar.
- Monitor and report on the identified strategic initiatives and bank-wide projects (as confirmed by the Strategy & Propositions Manager, respective status updates, potential delays and risks).
- Assist the Strategy & Propositions Manager in the management of the corporate performance management system.
- Participate in the preparation of the Bank's annual budget and review of the strategic plan financial model in coordination with Finance Department.

- Organise the setting up of annual corporate and departmental targets and the reporting on the achievement of them including identification of discrepancies. This involves ensuring that the cascading of targets is making business sense, Heads and Managers agree with their set targets, and distribution of targets to the lower levels of the hierarchy is done. Following the pertinent Head/Manager approval, submit the final version to the Human Capital Department. . Report on a regular basis to Executive Committee.
- Assist the Strategy & Propositions Manager in the exploration of new business opportunities and draft the relevant proposal reports and/or papers. Identifies and participates in networking activities.
- Participate in the development of the Bank's corporate strategy policies and procedures.

General Responsibilities

- Manage the Unit's day-to-day functions, set annual objectives and provide the necessary guidance/feedback to staff members to support their professional and personal development
- Ensure compliance with Bank's policies, guidelines and underlying procedures at all times.
- Assist his/her superior in the preparation of the ExCo meetings.
- Organise and co-ordinate meetings with staff members when required.
- Perform any other duties that may be assigned from time to time.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>Excellent analytical, troubleshooting & interpersonal skills.</p> <p>Bring together helicopter view and utmost attention to details.</p> <p>Have good verbal and written communication skills.</p> <p>Be computer literate and conversant in MS Office applications.</p> <p>Be assertive and self-confident.</p> <p>Be reliable, organised, and meticulous.</p>	<p>Several years of experience in consulting and / or financial services.</p>	<p>A University degree in Strategy, Economics or related subjects.</p>
DESIRABLE	<p>Be team player while still being able to work independently when needed.</p> <p>Committed to self-development.</p>		