

Competitive Insights Internship

Job Title:	Competitive Insights Internship
Reports to:	Head of Business Assurance / TBC
Purpose of the internship:	To provide research, support and assistance in the development, operation and embedding of a competitive insights framework.

Areas of Responsibility:

- Work with stakeholders across the organisation to understand TPT's competitive environment and help develop a competitive insights framework which adds value and supports the attraction of new / retention of current business.
- Map TPT's competitive landscape including consideration of the holistic firm, sub entities (RSL & IM) products, and responsibilities (i.e., DB, DC, Fiduciary Management, TPAs etc.)
- Centralise all current competitor analysis, which is undertaken throughout the firm, to support holistic framework creation.
- Identify gaps in current competitor insight and suggest / implement solutions for these.
- Undertake research, investigations, and analysis to build an effective library of competitive insight which can be utilised by the firm to assess market position, strengths, weaknesses, opportunities, and threats.
- Develop a balanced scorecard view of TPT's competitive position utilising current and new insights to provide a holistic view of performance.
- Provide the balanced scorecard view to key individuals and governance forums to aid strategic and operational decision making, allowing the organisation to better exploit both internal and external strengths and weaknesses during commercial interactions.

- Perform a focussed review of TPT's ESG policies, principles, and position in relation to the competitive market to highlight threats and opportunities.
- To work with and support all members of TPT, providing research and support to key business activities.
- To take ownership and responsibility for assigned tasks, suggesting new ideas, work creatively with other members of the team and deliver assigned projects to tight deadlines.
- To perform all duties in line with TPT's Information Security policy.
- To comply with the Data Protection Policy when dealing with personal data in the course of employment including personal data relating to any employee, customer, client, supplier, or agent of the Company.
- To always act as an ambassador for TPT

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> • Studying or studied Business, Economics, Finance, Maths, or Statistics • Interest in Financial services • Ability to source, manipulate and analyse quantities of data 	<ul style="list-style-type: none"> • Report writing skills.
Engaged Behaviour	<ul style="list-style-type: none"> • Enquiring mind • Methodical • Willingness to learn. • Ability to deliver to tight deadlines 	<ul style="list-style-type: none"> • Confidence to challenge others
Values	<ul style="list-style-type: none"> • Customer Focused • Committed • Cost effective. • Integrity • Innovative • Inclusive 	
Systems and Processes	<ul style="list-style-type: none"> • Good IT skills – Outlook, MS Word, Excel etc. 	<ul style="list-style-type: none"> •
Customer Care	<ul style="list-style-type: none"> • Strong communicator (verbal & written) 	
Performance Factors	<ul style="list-style-type: none"> • Ability to prioritise own workload. • Ability to work to deadlines. • Good time management, organisational and coordination skills 	

Defined Contributions Internship

Job Title:	DC Analyst Internship
Reports to:	Head of DC
Purpose of the internship:	To provide research, support and assistance to progress priorities and strategic objectives of the DC function.

Areas of Responsibility:

- To work with and support all members of the DC team, providing research and support to key business activities.
- To take ownership and responsibility for assigned tasks, suggest new ideas, work creatively with other team members and deliver assigned projects to tight deadlines.
- To work as part of the Project Luna Team to support successful delivery and implementation, including reviewing DC systems and processes.
- To analyse policy, regulatory and market data to assist with the development of DC strategy and product development pipeline
- To support the team on other project-based work and provide research, support, and assistance to progress operational priorities and strategic objectives.
- To contribute ideas, challenge existing working practices and help to find ways to further develop the technology roadmap to improve DC member engagement and internal DC practices.
- To perform all duties in line with TPT's Information Security policy.
- To comply with the Data Protection Policy when dealing with personal data during employment, including personal data relating to any employee, customer, client, supplier or agent of the Company.

- To always act as an ambassador for TPT

Performance & Engagement Factors	Essential	Desirable
Job & Technical Factors	<ul style="list-style-type: none"> • Studying or studied Marketing, Business, or related subject • Interest in Investment/Financial Technology • Mathematically able 	<ul style="list-style-type: none"> • Report writing skills
Engaged Behaviour	<ul style="list-style-type: none"> • Enquiring mind • Creative • Methodical • Willingness to learn • Ability to deliver to tight deadlines 	<ul style="list-style-type: none"> • Confidence to challenge others
Values	<ul style="list-style-type: none"> • Customer Focussed • Committed • Cost effective • Integrity • Innovative • Inclusive 	
Systems and Processes	<ul style="list-style-type: none"> • Expert in Microsoft 365: Word, Excel, Sharepoint, Powerpoint etc. 	<ul style="list-style-type: none"> • Knowledge of databases
Customer Care	<ul style="list-style-type: none"> • Strong communicator (verbal & written) 	
Performance Factors	<ul style="list-style-type: none"> • Ability to prioritise own workload • Ability to work to deadlines • Good time management, organisational and coordination skills 	