

JOB TITLE	Propositions Officer
DEPARTMENT/TEAM	Propositions

OUR HISTORY

Hansard Global Plc is a listed company on the London Stock Exchange since 2006. The focus of the Hansard group is the international sale of life assurance products with a primary focus being on unit-linked products to ex-patriate customers based in various countries around the world. There is a truly global feel to Hansard, with a workforce based across the Isle of Man, Ireland, Malaysia and Japan working together to achieve our goals.

Please visit [Hansard.com](https://www.hansard.com) for further information.

THE ROLE

To provide specialist investment expertise in the development, maintenance, and optimisation of Hansard's investment propositions, ensuring they are robust, competitive, and aligned to customer needs.

The role is responsible for investment research, fund governance, provider relationships, and fund range management, and provides expert investment input into propositions led by the Propositions Manager. This role reports to the Head of Commercial.

KEY RESPONSIBILITIES

- Conduct investment research, analysis, and testing to support proposition development and decision-making.
- Act as the organisation's investment SME, providing guidance on fund options, structures, and suitability within propositions to internal stakeholders.
- Lead investment input into the design and optimisation of investment solutions and fund ranges, ensuring they are robust, competitive, and operationally deliverable.
- Partner closely with the Propositions Manager to integrate investment strategy into broader proposition design.
- Monitor and manage Hansard unit-linked fund ranges, recommending additions, closures, and replacements to improve competitiveness, performance, and sustainability.
- Lead the review and maintenance of asset acceptance criteria, ensuring alignment with customer needs, regulatory requirements and commercial competitiveness.
- Prepare analysis and recommendations for Investment Committees and support ongoing governance processes.
- Develop and maintain relationships with fund groups, custodians, stockbrokers, wealth managers, and platforms.
- Manage fund rebate agreements and oversee ongoing due diligence and provider performance.
- Assess and align the impact of business change on investment propositions to ensure coherent and effective delivery.
- Design and deliver investment-specific training and guidance to internal stakeholders.
- Own and maintain investment-related literature and collateral, ensuring accuracy, consistency, and alignment with proposition requirements.

PERSONAL AND PROFESSIONAL REQUIREMENTS

SKILLS AND EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Proven experience in investment analysis, fund research and investment management.	Essential	CV/ Interview
Professional qualification in investments or insurance.	Essential	CV/ Interview
Good understanding of cross-border life insurance and unit-linked products.	Essential	CV/ Interview
Understanding of investment due diligence processes.	Essential	CV/ Interview
Highly analytical with strong attention to detail.	Essential	Interview
Strong commercial awareness, particularly in fund economics and relationships.	Essential	CV/ Interview
Experience working with external investment providers, asset managers, platforms, custodians, or wealth managers.	Essential	CV/ Interview
Experience delivering training, guidance, or technical support to colleagues and stakeholders.	Desirable	CV/ Interview
Strong organisational skills with the ability to manage multiple priorities.	Essential	Interview
Strong verbal and written communication skills in English and stakeholder engagement skills.	Essential	CV/ Interview
Proficient in Microsoft tools (Outlook, SharePoint, Teams, Copilot, Excel, Word, PowerPoint, and Power BI).	Essential	CV/ Interview
Experience using investment research platforms (e.g. Morningstar, Allfunds, Bloomberg).	Essential	CV/ Interview

OUR VALUES AND BEHAVIOURAL COMPETENCIES

We are passionate about how we do things at Hansard and in supporting an environment where our people can thrive.

Built around our core values of **Respect, Integrity, Quality, Trust** and **Innovation** and guided by our behavioural competencies, it's important that you play your part in supporting our Culture and execute your key responsibilities in line with these Values and Competencies.