

Chartered Banker

The Chartered Banker Institute is the only professional banking institute in the UK. We are an educational charity, established by Royal Charter. We are the only body in the world able to confer the status of Chartered Banker to suitably qualified individuals. Throughout our existence we have driven an agenda of ethical professionalism. We are committed to promoting professional standards for bankers, providing professional qualifications for retail, commercial and private bankers in the UK and overseas, and offering professional membership to qualified individuals. www.charteredbanker.com

JOB DESCRIPTION

Job Title: International Business Partner

Reports To: Managing Director

Role: Full time – 35 hours per week

Location: Home-based

Job Purpose:

To support the Institute's strategic plan to develop our international proposition and reach in terms of partners, products and influence.

Key remit of role:

- Initiating and developing strong leads for potential new prospects, focusing on the international market (50% of role);
- Ensuring effective onboarding of international clients within required timescales (25% of role);
- Manage existing relationships with international clients and provide recommendations on strategies for growth and development of these (25% of role)

Duties & Responsibilities:

Prospecting

- Through targeted research identify new and emerging markets with potential for income generation;
- Identify potential engagement strategies through researching key contacts, market information and cultural aspects which require consideration;
- Carry out regular prospecting activities with the aim of developing productive relationships in new and emerging markets and the ultimate goal of turning new prospects into income generating opportunities.

Client Implementation

- Manage the process of implementation of international clients and the operational aspects involved in this;
- Act as a subject matter expert on the operational side of requests from international partners;
- Assess and analyse needs of current prospects in line with our offerings;
- Managing prospects from end-to-end where appropriate and guiding through the process.
- Managing contracting process from end-to-end;
- Ensure engagement with colleagues across the business to successfully implement new clients.

- Assess partner and sectoral requirements in order to meet market needs, achieve credible professional standards and comply with regulatory requirements;
- Assist with the creation of compelling and commercially sound business development opportunities for existing clients.

Relationship Management

- Maintain and nurture productive relationships with existing clients;
- Conduct needs analysis for clients, engaging with colleagues to ensure deliverables are met, tailoring offerings in line with the needs;
- Under direction from the Managing Director, manage communications with existing and potential international partners, including outward and proactive engagement.
- Maintain accurate reports of current clients and prospects, providing updates and guidance to the Leadership/Executive Team and other governance committees as required.

Qualifications, Skills & Experience:

The job holder requires to have:

- Strong stakeholder management skills with experience of working and engaging with internal and external stakeholders;
- The ability to develop strong and positive relationships;
- Experience of prospecting and lead generation;
- Cross-cultural awareness when dealing with international clients;
- A good level of commercial acumen with the ability to successfully turn leads into income-generating activities;
- Strong research skills

Person Specification:

- Excellent leadership skills required, particularly in dealing with senior management level stakeholders;
- Innovative and driven;
- Good technical knowledge, writing skills and ability to manage a number of projects simultaneously;
- Self-motivated, with proven ability to work effectively when unsupervised and/or under time constraints;
- The ability to build and maintain effective relationships with colleagues and clients;
- Ability to consistently produce a high standard and volume of work within agreed timescales;
- Planning & Organization – can prioritise and organize own workflow on a daily basis and in line with delivery demand;
- Exceptional attention to detail and accuracy;
- Ability to problem solve and troubleshoot.

Person Specification

Champions our Core Values by demonstrating:

- **Excellence** through attention to detail and accuracy and consistently producing a high standard of work within agreed timescales.
- **Innovation** - advocate of change with a strong ability to make decisions, problem solve and troubleshoot. Is innovative and has a creative approach to the design and delivery of learning solutions.
- **Integrity** – strategic and analytical thinker with the ability to work autonomously in consultation and collaboration with corporate clients. Can prioritise and organise own and team workflow on a daily basis.
- **Collaboration** – proven ability to influence, build and maintain effective relationships with colleagues and clients. Is client-centered, collaborative and results driven.