



Job Role: PRODUCT DEVELOPER

Reports to: PRODUCTS MANAGER/PRODUCTS DIRECTOR

Role Definition

Based at CFC Underwriting, the key focus of this role is to support the Products Manager in the development and maintenance of the company's product wordings, policy endorsements and other documentation.

Key Responsibilities & Accountabilities

- Drafting of all product documents including: application forms, schedules, policy endorsements, key features documents and policy wordings.
- Assist with the process of developing new products and product version upgrades
- Log coverage queries from underwriters and ensure they are responded to within the appropriate timeframe
- Ensure that the flow of policy documentation is maintained to provide an efficient service to underwriting teams and other stakeholders
- Self-check one's own work and adhere to the necessary sign off controls
- Maintain accurate records of version control
- General administrative duties
- Conduct thorough testing of new product initiatives and product version upgrades, logging the results and communicating bugs and fixes where appropriate

Skills & Abilities

- 1-2 years' experience of insurance wordings in previous role
- Excellent working knowledge of Word and Excel
- Excellent written and spoken English
- Proactive, self-managing and sensitive to fast paced team environment
- Ability to work as part of team
- Ability to prioritise and work under pressure to tight deadlines
- Highly organised
- Accuracy and attention to detail

Knowledge & Experience

- Strong work ethic, with drive and tenacity to succeed, even when faced with substantial challenges
- Consistently exhibit in their personal attitude, and approach a genuine enthusiasm for the business, and demonstrate they care passionately about their individual contribution



JOB DESCRIPTION

- Clear focus on the quality of their output, which is evidenced by them setting high standards for themselves, which they commit to, and consistently strive to achieve
- Display a robust and positive attitude that focuses on the possibilities of overcoming obstacles and achieving success, even if set-backs have been, or are being experienced
- Excited about embracing change and new ways of working, and a positive recognition that innovation provides opportunities to both the business and them as employees
- Good communications skills, that help develop strong internal and external relationships built on trust, openness and mutual respect
- Demonstrate a collegiate attitude that fosters powerful cross-team cooperation and collaboration, built on the ethos that the Company is one team with a common and shared goal of success
- Aptitude and willingness to identify personal development areas, and to work on these to improve their performance and push themselves
- Ability to operate calmly under pressure and to prioritise tasks effectively

Professional Qualifications (preferred)

- Educated to degree level or equivalent standard