



Job Description:

Title: Intranet Community Manager

Reporting to : Programme Manager

Staff Responsible for: na

Background Information on mi2g software as a company:

mi2g software works with financial services groups, both large and small, to change and eEnable their entire business. We automate our clients' business in such a way that they and their customers can use the World Wide Web both to increase their business volume and reduce their overall cost base.

Our eBusiness Solutions Engineering pays particular regard to security. We advise on the management of eRisk, and incorporate Bespoke Security Architectures in our solutions.

Our clients are mainly from the banking, insurance and reinsurance sectors. We build highly secure intranets and extranets, eCommerce communities and data warehouses that are specifically constructed for data mining, Customer Relationship Management and cross-selling.

The company's ethos is to employ innovative, hard working and dynamic individuals who are able to work in a team environment. They can expect to be given responsibility at an early stage and to contribute ideas and solutions to concepts and problems.

Purpose of the Job:

The role within mi2g is to take control of all Intranet Projects within mi2g to ensure the continued success after implementation. The individual will be responsible for all aspects of future project implementation which includes content management, administration, training, change management and business analysis. The individual will be the focal point of contact for Intranet activity for those financial institutions and will report directly to the Project Director.

Duties & responsibilities:

Lead, motivate and manage teams and support all Intranet aspects of the client's eBusiness projects

Take responsibility for client satisfaction for all work conducted by mi2g software and/or its subcontractors

Work with teams and subcontractors to ensure everyone understands the project 'end-goal', to ensure delivery to the client on time and within agreed budgets

Regular visits to Client sites presenting to senior executives on behalf of mi2g software

The ideal Candidate should have:

Previous experience of large account or internet project handling and excellent knowledge of eBusiness implementation

Demonstrable track record of account team man management

Excellent organisational, communication and time management skills

A good understanding of:

- ✓ eBusiness strategy
- ✓ b2b financial services vending
- ✓ Internet Security

Nice to have:

- ✓ Customer Relationship Management software
- ✓ Insurance Markets knowledge

Ability to present:

- ✓ Budgets and Plans
- ✓ Schedules
- ✓ Business Models

Degree in any of the following from a recognised university:

- ✓ Computing
- ✓ Engineering
- ✓ Information Systems Management

The essential attributes for this role are:

- A formal business training
- An attitude of getting things done
- A strong ambition and commitment to the role
- An ability to search & find problems
- A strong team player with the ability to train, tutor & lead
- Innovative ideas followed by clear planning & implementation
- Strong leadership and presentation skills
- Ability to thrive under pressure
- International mindset
- Self motivation and a determination to succeed

Person Specification:

- **Personal Skills:-**
 - Highly numerate
 - Good team player
 - Able to communicate at the highest level and to sell your ideas to those who need to be persuaded of your viewpoint
 - Good at building relationships
 - Entrepreneurial
- **Circumstances:-**
 - Live within 60 minutes of the office
 - Prepared to work the necessary hours to deliver the agreed targets



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- Able to work the odd weekend if necessary
 - Good health – health check will be undertaken

Salary Package: £+ incremental increases as experience grows

Hours of work and holiday entitlement

- 20 working days holiday rising to a maximum of 24 days
- Hours 9:00am to 6:00pm Monday to Friday

Company Benefits:

- On going personnel development and training