



Job Description:

Title: Web Based Training (WBT) Manager

Reporting to : Project Director

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 software is to continue to develop and build the web based training (wbt) division. The candidate will be responsible for business analysis and implementation of eLearning projects with financial institutions based throughout the globe which form part of a client account. The individual will be the focal point of contact for strategy, building and implementing web based training to grow a best of breed division. You will be reporting directly to the Project Director.

Duties & responsibilities: Business Development - To assist in marketing, presentation, conference organisation and implementation. Lead, motivate and manage teams and support all aspects of the client's eBusiness project
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 between 20 and 40 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 Web based Training (WBT) implementation .

mi2g Ltd (Registered No 3165493) Trilateral Group Member

bespoke security architecture™ • digital risk management • digitisation & systems engineering

Directors D K Matai (Chairman & CEO) Geoffrey F Hancock Charlotte M Wood
Senior Consultants Sir Terence Clark Prof Elias Dinenis Dr Tim Forse John Florey Robin Jackson Rear Admiral John Hilton
Oliver Miles Dr Simon Moores Dr Peter Madden Dr Simon Shepherd

should have:

Demonstrable track record of account team man management

**Person
Specification:**

Excellent organisational, communication and time management skills

A good understanding of:

- ✓ human resources management
- ✓ ebusiness learning techniques
- ✓ b2b financial services
- ✓ Personnel Privacy Requirements

Nice to have:

- ✓ 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

- **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
 - 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