

## Job Description

**Title:** Business Analyst Industrial Placement  
**Department:** Technology  
**Location:** London, EC4M 5AB or Kingswood, Surrey  
**Duration:** 12 Months

### Introduction

Our Technology and Digital team provide services that underpin every area of the global Fidelity business. Through the development and support of business applications, the Technology and Digital team enable functions from investment, revenue and finance to operations, compliance, legal, marketing, and customer services to work effectively.

Beyond this, we provide infrastructure services to enable the efficient operation of our business including data centres, networks, proximity services, security, voice, incident management and remediation.

### What you'll be doing:

We don't expect you to come straight in and know everything about what we do.

As an industrial placement student, and whatever you're studying, we'll help make sure you get the most out of your time with us.

We'll have opportunities available in the following teams:

### Human Security Risk:

Using the company's digital communications channels including the intranet, Microsoft Teams and Yammer, webcasts, webchats, blogs etc., you'll provide insight, ideas and solutions to increase security awareness and engagement with our junior internal audiences.

You'll create and develop integrated content which aligns with human security risk themes and you'll create and maintain SharePoint content to promote departmental objectives.

Throughout the year you'll partner with our Information Security Graphic designer to ensure our corporate style is maintained, delivery channels are consistent, and content is engaging.

You'll gain:

- An understanding and awareness of campaign management covering scheduling, development and delivery
- Exposure to our corporate digital communications channels
- Opportunities to engage across a range of Technology functions including Cybersecurity, Information Security and Technology Risk

### Central Data Strategy:

Initially you'll partner with a Business Analyst to develop your knowledge and then you'll take ownership of various projects and tasks. You'll support technical analysts in developing test plans and scripts and support the programme lead to produce overviews presentations and reports.

You'll learn how to:

- Use analytics and management information tools to effectively present your ideas and thoughts to large audiences.
- How to manage and document technical meetings successfully capturing issues, enhancements and action points.
- Develop test plans and scripts

### What we look for:

You'll be self-motivated, curious and enthusiastic about joining us at Fidelity and developing your commercial acumen whilst making use of the training and mentorship available.

The work you'll be doing requires problem solving, attention to detail and the ability to build and develop relationships with our global colleagues and internal stakeholders across a variety of business areas.



**We welcome applications from students from ALL degree backgrounds; you do not need a technology related degree. If you're inquisitive and ambitious, a placement at Fidelity is a great opportunity to discover whether this kind of work is for you.**

As a minimum requirement you'll need to:

- Be studying for a Bachelor or Masters degree, graduating in 2024
- Have right to work in the UK at point of application. If you are currently on a Tier 4 / Student Visa, this means you have the right to work in the UK

Our clients come from all walks of life and so do we. We are proud of our inclusive culture and encourage applications from the widest mix of talent, whatever your age, gender, ethnicity, sexual orientation, gender identity, social background and more.

As a flexible employer, we trust our people to perform their role in the way that works best for them, our clients and our business. We are a disability-friendly company and would welcome a conversation with you if you feel you might benefit from any reasonable adjustments to perform to the best of your ability during the recruitment process and beyond.

### **Training and Development**

You'll start the placement with a mini induction, during which we'll introduce you to investment management and how it fits into the City. After that, there are many more ways to develop your skills as your placement progresses including completing of Unit 1 of the Investment Operations Certificate (IOC).

A series of 'lunch and learns' hosted by key business speakers will give you a first-hand, genuine insight and help you find out about the full scope of our business.

Social and networking events will help you get to know our people and culture. All the while you'll be learning on the job, working to clear goals and understanding your own potential.

### **Future Opportunities**

During your time with us you'll get to learn even more about what you enjoy, what you're great at, and how to choose a career path that suits you. Our placement programme may even lead to a place on our 2024 graduate scheme if that's what you're looking for.

### **How to Apply**

Please submit your application, including CV by **Friday 21<sup>st</sup> January 2022 at 12pm/midday.**

**Please note that you will need to apply and complete two online assessments by the above date and time in order to be considered for this programme. Please ensure you give yourself plenty of time to complete these as we are unable to provide any extensions after this. Each assessment will take approximately 40 minutes to complete.**

We've worked hard to ensure our new process is fast and efficient. That means our application deadline is not about just 'getting your foot' in the door by the deadline, you need to apply, pass two online strengths-based assessments by then too.

All assessment centres will take place February / March.

For any enquiries regarding your application, you can reach us at [earlycareersatfidelity@fi.com](mailto:earlycareersatfidelity@fi.com).

### **About Fidelity International**

Fidelity International offers investment solutions and services and retirement expertise to more than 2.58 million customers globally. As a privately-held, purpose-driven company with a 50-year heritage, we think generationally and invest for the long term. Operating in more than 25 locations and with \$787.1 billion in total client assets, our clients range from central banks, sovereign wealth funds, large corporates, financial institutions, insurers and wealth managers, to private individuals.

Our Workplace & Personal Financial Health business provides individuals, advisers and employers with access to world-class investment choices, third-party solutions, administration services and pension guidance. Together with our Investment Solutions & Services business, we invest \$601.2 billion on behalf of our clients. By combining our asset management expertise with our solutions for workplace and personal investing, we work together to build better financial futures. Find out more about what we do, our history, and how you could be a part of our future at [careers.fidelityinternational.com/about-us](https://careers.fidelityinternational.com/about-us).



#### **Our Values**

**Integrity** - Doing the right thing, every time and putting the client first

**Trust** - Empowering each other to take the initiative and make good decision

#### **Our Behaviours**

Our employees should be:

**Brave** - Challenge the status quo, be accountable and speak up

**Bold** - Act with conviction, encourage diverse thinking and keep things simple

**Curious** - Learn to do new things in better ways and encourage fresh thinking

**Compassionate** - Have empathy, care for colleagues, clients and the community