

# Job Description

<b>Position Title:</b>	<b>Broker</b>
<b>Department:</b>	Iron Ore
<b>Reporting To:</b>	Director, Energy & Commodities, Singapore
<b>Location:</b>	London
<b>Working Hours:</b>	Monday to Friday, 7:30am-5:30pm (plus any additional hours required to fulfil the needs of the business)
<b>Vacancy Type:</b>	Permanent

## Company Overview:

ICAP, part of TP ICAP group, is a leading markets operator and provider of execution and information services.

TP ICAP is a global firm of professional intermediaries that plays a pivotal role in the world's financial, energy and commodities markets.

Operating through our core businesses, Tullett Prebon, ICAP, PVM, Mirexa Capital, Tullett Prebon Information, ICAP Information Services and PVM Data Services, we create strong networks in person and through technology. We provide comprehensive analysis and insight into market conditions and long-term trends. We combine data, knowledge and intelligence into contextual insight and commercial guidance. By engaging with our clients, and providing innovative products and services, we enable our clients to transact with confidence, facilitating the flow of capital and commodities around the world, enhancing investment and contributing to economic growth.

We are known in the market for our **Honesty**, **Integrity**, and **Excellence** in the provision of service to our clients. Above all else, we **Respect** our clients and each other, without bias. Employees are expected to uphold the values and principles of our cultural framework in performance of their job duties.

## Key Accountabilities:

- Promote ICAP as a company
- Maintain and develop existing client relationships and make contact with prospective new clients where appropriate
- Maintain an up to date knowledge of the products and markets in which you work; actively solicit feedback from industry participants through various means, including trade calls, surveys, industry events, trade shows and conferences
- Understand the desk's business strategy and seek to identify new business opportunities relating to trends, future markets, products and clients
- On-board new clients following the correct process with the Client On-Boarding team
- Assess client needs and financial conditions to identify internal cross selling opportunities
- Understand pertinent regulation within the evolving regulatory landscape
- Support a risk and compliance aware culture and comply with group policies
- Exercise independent judgement and act with integrity, care, skill and diligence to avoid conflicts of interest and escalate issues as appropriate

### **Risk Related Responsibilities**

**Ensure that you understand the risks and controls on your desk; what could go wrong, what controls you have to prevent/detect or contain these.**

- Ensure that you are fully aware of and adhere to internal policies that relate to your role or any other activities for which you have any level of responsibility
- Report any breaches of policy to Compliance and/or your supervisor as described in the policy
- Escalate risk events immediately and log them within 24 hours using the risk event capture form on the intranet
- Provide input if requested to the Risk and Control Self-Assessment process, scenario analysis 'Deep Dive' reviews and any other risk management processes as required.
- Report all loss events, or near misses that could have resulted in a loss, in excess of the reporting threshold
- Observe proper standards of market conduct and ensure you are aware of, understand and comply with all regulatory, exchange or clearing house requirements applicable to your role
- Complete any mandatory training by the required deadlines
- Ensure that you adhere to the terms of any applicable Desk Manual

### **Person Specification:**

#### **Client Focused**

- Personable and engaging
- Communicates effectively and efficiently to internal and external stakeholders
- Build relationships and networks with both internally and externally wherever possible
- Demonstrates strong customer focus
- Possesses established relationships and connections in the Iron Ore market

#### **Team Orientated**

- Demonstrates ability to work effectively with others
- Constructively handles any disagreements to reach a resolution
- Ability to work with diverse groups/ personalities

#### **Innovative**

- Open to innovative ideas/ experiences and ability to create new ideas, approaches or insights
- Seeks opportunities for improvements
- Handles situations and problems with innovation and creativity

#### **Dynamic & Competitive**

- Demonstrates high levels of energy in seeking out and achieving new goals
- Goes that "extra mile"
- Is a self-starter
- Shows evidence of being comfortable working in fast paced or pressured environments
- Enjoys a challenge and knows when to escalate
- Does not give up easily

#### **Open & Communicative**

- Adapts communication style to suit audience
- Projects personal credibility
- Interacts confidently without being overbearing

#### **Resilience & Tenacity**

- Ability to work effectively in a high pressure environment
- Keeps emotions under control in difficult situations
- Handles criticism constructively

**Professional Integrity**

- Able to demonstrate honesty, integrity and professionalism
- Promotes loyalty to ICAP and its principles
- Works ethically and shows respect for both professional and company values

**Effective**

- Excellent attention to detail, highly organised with a proactive approach
- Strong analytical ability and problem solving skills

**Knowledge & Understanding**

- Understands ideas and has a viewpoint on the markets and economy
- Willingness to engage with internal and external stakeholders outside of the immediate desk environment
- Extensive knowledge of the Dry Bulk Commodities market
- Good knowledge of the technical aspects of broking
- Bilingual – fluent in Mandarin and English language (written and oral)

**This job description is subject to the terms and conditions of your Service Agreement and Handbook. You shall perform other such duties as the Company or any Group Company may reasonably require.**

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**Signatures****Employee**

Name

Date/Update

Signature

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**Direct Manager**

Name

Date/Update

Signature