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| **Role title:** | Member Services Advisor | **Responsible to:** | Member Services Team Leader |
| **Division:** | Business Development and Engagement | **Department:** | Direct Sales and Service |
| **Direct Reports and Level:** | None | **Scope:** | Directly Sales and Service - MPS |
| **Scale:** | £0 |
| **Regulated Function(s) Held:** | Yes/No |
| **Evaluation Level** | Core | **Role Family** | Business Support |

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| **Overall Role Purpose** |
| The Direct Sales and Service Division provides excellent contact centre services for members which is trusted and valued and provides fair treatment and outcomes. The purpose of the role is to deliver excellent member service through multiple communication channels for existing and prospective members.  |

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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational*** Support the delivery of the Direct Sales and Service strategy to plan, cost and quality by meeting key performance targets, quality standards and financial targets
* Assist and advise members where possible to ensure an efficient member service, escalating technical or advice matters as required and using such opportunities to build confidence and competence in role
* Achievement of SLA/KPI and compliance performance objectives
 | * Operational Performance KPI’s Vs Plan
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| **Financial*** Promote cost saving efficiency within the department and to our stakeholders by adopting a culture for continuous improvement
* If applicable, deal with payments related activity promptly including subscription collections, refunds, escalated referrals, income audits and arrears management. Use of online payment system.
* Supporting financials through efficient service, call and workflow adherence with appropriate use of resources
 | * Operational budget Vs Plan
 |
| **Member*** Take ownership of member enquiries and requests for assistance – acting as a “member champion” - to manage them through to earliest possible conclusion with all issues raised addressed accurately and in full.
* Provide a high standard of member engagement/care/excellence skills to provide quality member experience on every interaction
* Act as first point of reference for complaint/dispute resolution, referral criteria and delegated underwriting authorities with the MPS Risk teams
* Ensure that the membership database is updated correctly in order to reflect each individual member’s circumstances in response to the information received
* Work with line management to facilitate successful implementation and delivery of member data integrity and collection initiatives
* Ensure any expression of dissatisfaction is reported in line with root cause analysis and continuous improvement requirement
* Promote advocacy by the reinforcement of MPS products and services to existing, new and prospective members.
 | * Net promoter score
 |
| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
* Proactively engage with other team members, promoting a positive team environment
* Proactively engage in people processes e.g. 121s, team meetings
 | * Delivery of Personal Development Plan to plan
* One to one / performance review meetings Vs Plan
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| **Risk*** Identify and report risks and issues identified within Direct Sales and Service and across MPS to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Compliance with all audit and regulatory/legislative policies, procedures and regulations.
* Compliance with applicable professional ethical guidance and all relevant internal rules, policy and procedures, including those relating to Health and Safety, Data Protection, IT Security and all those contained within the issued Staff Handbook
 | * Risk & Control Self- Assessments
* Audit Actions
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| **Responsibilities (RACI)** |
| * Take ownership of member enquiries and requests for assistance – acting as a “Member champion” - to manage them through to earliest possible conclusion with all issues raised addressed accurately and in full.
* Ensure that the membership database is updated correctly in order to reflect each individual member’s circumstances in response to the information received, in order to maintain the efficient running of the Department.Work with line management to facilitate successful implementation and delivery of member data integrity and collection initiatives
* Ensure MPS values are consistently demonstrated
* Be accountable for own and departmental KPIs
* Build relationships with internal colleagues and members
* Provide cross departmental support where required to ensure KPIs are met and service standards are maintained
* Undertaking other duties and tasks that are appropriate to the level or role that may be required
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| **Key Governance Responsibilities** |
| None |

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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * A minimum of 4 GCSEs or equivalent (Grade A-C) including English language and mathematics
 | * Excellent oral, written and interpersonal skills, able to demonstrate empathy and manage difficult conversations
* Strong attention to detail to spot errors that could cause rework / reputational damage
* Competent in computer / system use
 | * Customer service / member management
* Experience of working in a team environment.
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| **Desirable** | * Knowledge of Medical and Dental terminology.
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