

SKILLS FRAMEWORK FOR FINANCIAL SERVICES				
SKILLS MAP- HEAD OF WEALTH PLANNING/DIRECTOR OF WEALTH PLANNING				
Sector	Financial Services			
Track	Product Solutioning and Management			
Occupation	Wealth Planner			
Job Role	Head of Wealth Planning/Director of Wealth Planning			
Job Role Description	<p>The Head of Wealth Planning/Director of Wealth Planning is responsible for providing guidance to the team as well as makes strategic decisions to drive the direction of client acquisition opportunities. He/She also ensures that the team follows compliance and best practices on risk management. He also provides solutions and resources for escalated issues. He is able to build strong relationships with clients as well as internal and external networks. He focuses on achieving business objectives and implementing changes to be more efficient in providing services to clients.</p> <p>The Head of Wealth Planning/Director of Wealth Planning is a driven leader and is ambitious in setting goals and working towards achieving them. He is able to manage and mentor his team focusing on their continuous improvements. He possesses a deep understanding of market and industry trends in the business both locally and globally.</p>			
Critical Work Functions and Key Tasks / Performance Expectations	Critical Work Functions		Key Tasks	
	Manage wealth planning team		Lead the training and development of wealth planning team	
			Ensure team achievements of business standards, growth ambitions and performance measures	
			Set team objectives, financial and other performance metrics	
			Collaborate with various business units to drive cross sales opportunities	
			Oversee the allocation of resources across wealth planning team	
	Drive business strategies		Lead and implement changes to business strategies	
			Implement and maintain corporate standards and guidelines	
			Develop control systems for process governance	
			Guide team to handle changes within market and industry	
	Oversee compliance and risk best practices in alignment with regulatory requirements		Comply with regulatory changes and determine impact on the organisation and propose necessary changes	
			Promote risk awareness within the team and drive risk management initiatives	
			Ensure team training and development on industry best practices	
	Handle escalated issues		Manage stakeholders, clients and advisors	
		Mitigate issues between trust and wealth planning teams		
		Define best practices as an intermediary between the clients, organisations and trust teams		
Skills and Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Business Environment Analysis	Level 5	Leadership	Advanced
	Business Opportunities Development	Level 5	Developing People	Advanced
	Business Performance Management	Level 5	Problem Solving	Advanced
	Business Planning	Level 6	Decision Making	Advanced
	Change Management	Level 5	Communication	Advanced
	Ethical Culture	Level 5		
	Market Specialisation	Level 4		
	Networking	Level 5		
	People Performance Management	Level 5		
	Product Advisory	Level 5		

	Risk Management	Level 5		
	Stakeholder Management	Level 5		
	Strategy Planning	Level 6		
	Trust Structuring	Level 5		
	Wealth Planning Administration	Level 5		
Programme Listing	For a list of Training Programmes available for the Financial Services sector, please visit: www.skillsfuture.sg/skills-framework/financial-services			

The information contained in this document serves as a guide.