



## ROLE ADVERT

**ROLE TITLE:** Principal Insurances and Risk Management Officer  
Permanent

**POST ID:** RFN17

**GRADE:** BAND H SCP 33 – 37 (£28,746 – £31,846 Per Annum)

**HOURS:** 37 Per Week

**LOCATION:** Innovation House, Magor or other venue as determined appropriate for service needs. In the event of a change in base no relocation or disturbance expenses will be paid.

### PURPOSE OF POST:

The post holder will be required to provide management and delivery of the Authority's insurance and risk management responsibilities. They will be responsible for the development and maintenance of the Authority's internal insurance account, allowing more transparency in the allocation of internal insurance premiums across budget centres. They will also be the principal contact with the Authority's insurers over insurance claims and to action as appropriate.

**Should you require any further information regarding this post, please contact:** Jonathan Davies (Finance Manager) **Tel:** 01633 644114

**Closing Date: 12 noon on Friday 13<sup>th</sup> February 2015**

**Please Note that we are not able to accept CV's**

**Application forms can be completed online or down loaded via:**

<http://www.monmouthshire.gov.uk/home/education/jobs-and-employment/how-to-apply-for-council-jobs/>

Completed paper application forms should be returned to the following address:-

Employee Services, Monmouthshire County Council, PO BOX 106,  
CALDICOT, NP26 9AN

Monmouthshire County Council is an equal opportunities employer and welcomes applications from all sections of the community. All posts are open to job-share unless stated otherwise.



## ROLE PROFILE

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**RESPONSIBLE TO:** Finance Manager

**Central Accountancy.....Who are we?**

### **Our Purpose:-**

We are the team that co-ordinates the production of corporate financial reporting for the organisation, including statutory accounts, in-year capital and revenue budget monitoring reports and core statistical returns. We also assist in the co-ordination of the authority's budget setting processes for capital and revenue and manage the treasury management and insurance functions.

### **The Purpose of this Role:-**

The post holder will be required to provide management and delivery of the Authority's insurance and risk management responsibilities. They will be responsible for the development and maintenance of the Authority's internal insurance account, allowing more transparency in the allocation of internal insurance premiums across budget centres. They will also be the principal contact with the Authority's insurers over insurance claims and to action as appropriate.

### **Expectation and Outcomes of this Role:-**

The post holder will demonstrate that they possess strong leadership, organisational, negotiation and motivational skills, along with a high level of understanding of local government insurance and insurance methods and practices.

### **Your responsibilities are to:-**

1. To assist the Assistant Head of Finance and Finance Manager in the management and delivery of the Authority's insurance and risk management responsibilities.
2. To be responsible for the development and maintenance of the Authority's internal insurance account, allowing more transparency in the allocation of internal insurance premiums across budget centres.
3. To be the principal contact with the Authority's insurers over insurance claims and to action as appropriate.

4. To assist the Finance Manager in the production of budgetary information as part of the Authority's annual budget setting process.
5. To assist in the development of corporate policies and procedures for insurances and risk management.
6. To assist in the production of tender documents periodically as required for the renewal the Authority's Insurance policy.
7. To allocate, manage and supervise the work of the Insurances and Risk Management Officer, as directed by the Finance Manager.
8. To undertake staff review and development of the Insurances and Risk Management Officer
9. To maintain strong and productive working relationships with the Authority's insurers.
10. The post holder is responsible for planning and arranging their own work after direction and guidance from the Assistant Head of Finance and Finance Manager, who set objectives and guidelines.
11. To assist in the development of and subsequently manage the internal insurance account, leading to equitable charging of internal premiums based on historic claims experience.
12. Development and maintenance of internal recharging system for annual internal premiums and settlement costs.
13. To manage the set-up, maintenance and closure of claims held by the Authority, collating supporting documentation and liaising with directorates on the status of claims.
14. To provide data to the Central Accountancy team in respect of insurance costs as part of the year-end closure process.
15. To manage the development and maintenance of the Authority's insurance management systems (QLAS) and its respective reporting tools.
16. Assist in the negotiation of annual insurance premium renewals with the Authority's insurers, including the collation of base information.
17. To assist in the development of corporate insurance and risk management policies and procedures.
18. To develop and maintain operational procedures for the Insurances and Risk Management.
19. To collate all required statistical and financial information required for the Authority's insurance policy renewal tendering process.
20. To assist in the production of insurance performance reports to Corporate Management Team and Council Members as appropriate.
21. To provide advice on insurance matters to internal and external claimants, as required.
22. To provide advice on, and be actively involved in the development of an effective Risk management plan for the Authority, including the development of the Authority's risk register and minimum risk management standards.
23. Attendance at internal and external officer meetings as required by the Finance Manager.

24. To undertake periodic training in order to maintain proficiency on the authority's insurance management systems.
25. To maintain an awareness of best practice in insurance and risk management matters, and changes in legislation to assist in introducing revised procedures as appropriate.
26. To actively support and implement the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy.
27. To carry out any other duties commensurate with the post of Principal insurances and risk management officer.

**Here's what we can provide you with:-**

- The ability to work agilely, subject to the needs of the service;
- Permission to try new things – To innovate, create and iterate in the interests of continually developing the service to meet the needs of key stakeholders and customers;
- Exposure to senior officers, members, external audit and other key staff as needed to allow the service needs to be correctly assessed and delivered;
- Access to management training as required to supplement and maintain existing management skills;
- On the job training to learn the Agresso financial management system as required;
- Access to ICT training courses relevant to your role;
- Coaching and mentoring as required to support delivery of the needs of the service;
- Regular employee reviews to discuss progress, development and future objectives

**What else you need to know.....Monmouthshire Values are:**

Openness: We aspire to be open and honest to develop trusting relationships.

Fairness: We aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.

Flexibility: We aspire to be flexible in our thinking and action to become an effective and efficient organisation.

Teamwork: We aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.

And this role, will work with Monmouthshire to achieve these.

**In addition:**

All employees are responsible for ensuring that they act at all times in a way that is consistent with Monmouthshire's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

### **Person Specification**

**How will we know if you are the right person for the role? As the successful candidate you will have demonstrated:-**

1. Possess a recognised insurance and risk management qualification or have a minimum of three years relevant insurances and/or risk management experience in a local government environment.
2. The post holder must be able to demonstrate that they possess strong leadership, organisational, negotiation and motivational skills.
3. A good level of knowledge and experience of budget setting and forecasting from a budget holder perspective.
4. A high level of understanding of local government insurance and insurance methods and practices.
5. Knowledge and understanding of the work of local government and the current agenda to which it works.
6. A self-motivated person possessing the ability to organise themselves and other staff under pressure to achieve deadlines to a stated timetable.
7. The candidate must be able to show a high level of computer literacy, with experience in the use of Excel, Word and complex computer-based database systems.
8. Exceptional interpersonal, oral, written and communication skills are a prerequisite of the post, including the ability to deal with sensitive information and maintaining strict confidentiality.
9. Experience in the preparation of comprehensive, concise and well-presented insurance reports.
10. The ability to work as part of a team and to supervise junior staff members.
11. Able to demonstrate a commitment to equal opportunities principles and practice.

**Should you require any further information regarding this post, please contact:** Jonathan Davies (Finance Manager) **Tel:** 01633 644114

**Closing Date: 12 Noon on Friday 13<sup>th</sup> February 2015**