#

# EMPLOYEE

## SPECIFICATION

|  |  |
| --- | --- |
| **Directorate: Resources** | **Section: Financial Services** |
| **Post No:** **REFI01018**  | **Designation:** **Insurance Manager** | **Grade: 10 SCP 28 - 30** |

|  |
| --- |
| **Qualification:****E** 4 GCSE/O’ Levels at grades 4-9 (or equivalent) including English and Maths **E** Qualified or part qualified Chartered Insurance Institute or willingness to study for above qualification**D** Other relevant professional qualification**E** Evidence of continued professional development |
| **Knowledge/Skills/Abilities**:**E** Have knowledge of the insurance sector and relevant qualification(s)**E** Understanding of the workings of local government including knowledge of major legislative and other matters facing local government in Directorate service areas, both at present and in the future**E** Have a good working knowledge of contract management, procurement and performance measures to demonstrate the value of the insurance programme with relevant experience of tendering and running insurance contracts for a diverse organisation**E** Have excellent written and verbal communication skills and be able to communicate at all levels with internal and external clients, customers, and suppliers in an appropriate and professional way.**E**  Be self-motivated, be able to prioritise your own work load/time and the ability to work to deadlines,**E** Be able to analyse and interpret data to produce reports on insurance related issues.**E** Have a good working knowledge of Microsoft Word, Outlook, Excel and claims handling systems for reporting and analysis, and other insurance systems**E** Expected to keep abreast of industry changes by way of membership to professional groups and attendance at seminars etc. |
| **Experience:****E** Experience of dealing with a wide variety of claims, investigating the claims and making a decision on liability**E** Experience working in an insurance management environment preferably within local government**E** Significant experience in insurance/accounting/audit/finance related work**E** Experience of working with a claims management IT system preferably LACHS**D** Experience of developing and delivering training programmes**D** Experience in attending and providing advice to working groups and/or meetings |
| **Special Requirement:****E** A “can do” positive attitude to work and completing projects **E** The candidate must be able to demonstrate an ability to work both as a team member and alone under his/her own initiative **E** The ability and availability to work irregular hours on occasion, if workload and service delivery requires it |
| NB E Essential D Desirable Date Produced: June 2025 |