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# EMPLOYEE

## SPECIFICATION

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

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| **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 |