

## CITY OF BRADFORD METROPOLITAN DISTRICT COUNCIL JOB PROFILE

JEGS Reference 00662

<b>DEPARTMENT: Corporate Resources</b>	<b>SERVICE GROUP: Finance</b>
<b>POST TITLE: Insurance Manager</b>	<b>REPORTS TO: Head of Corporate and Strategic Finance</b>
<b>GRADE: PO6</b>	<b>SAP POSITION NUMBER :</b>

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the general work content of their post and the role they are to play in the organisation. The duties and responsibilities highlighted in this Job Profile are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis. For posts where employees speak directly to members of the Public the post holder is required to demonstrate their ability to speak fluently in English.

As a candidate you will be expected to demonstrate your ability to meet the special knowledge, experience and qualifications required for the role by providing evidence in the application form for the purpose of shortlisting. Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column of this section.

The employee competencies are the minimum standard of behaviour expected by the Council of all its employees and the management competencies outlined are those relevant for a post operating at this level within our organisation.

Both sets of competencies will be used at interview stage and will not be used for short listing purposes.

<b>Key Purpose of Post: Max 3 sentences</b>
To support the Head of Corporate and Strategic Finance in providing leadership, proactive and creative advice on the most effective insurance arrangements for the Council and associated partners
To lead a team responsible for the delivery of the insurance function including managing the relationship with the management of the Council's insurance broker to deliver a cost effective and efficient insurance programme that manages the council's key risks.
To provide leadership, proactive and creative advice for managers on the most effective insurance arrangements.
<b>Main Responsibilities of Post: Max 15 Bullet points</b>
<b>Service focused responsibilities</b>

1. To provide professional leadership and support to senior leadership and departmental management in respect of the Council's insurance arrangements and the management of the Council's Insurance Section.
2. Lead on the procurement of the Council's insurance programme, ensuring compliance with the Insurance Act 2015 and challenge the needs of the authority and the relevant levels of cover and deductibles.
3. To inform the Director of Finance on all substantive risks relating to insurance matters and the appropriateness of covers and remaining risks reporting to members and CMT on a regular basis.
4. Advise the Director of Finance on the appropriate level of provisions and reserves to be maintained for insurance matters.
5. Collaborate with service areas and contribute to the development of loss control strategies to improve the Council's insurance risk profile and improvement of the risk management arrangements.
6. Lead the Council's insurance claims handling arrangements to ensure they are handled in a professional and timely manner including liaison with claims handlers, legal representatives, loss adjusters and departmental contacts in the gathering of evidential support for complex cases.
7. Provide advice on application and interpretation of financial regulations and standing orders and the Council's financial procedures and practices as they relate to insurance and risk management,
8. Proactively manage the day-to-day performance of staff within direct control (reward good and address poor performance) including recruitment, appraisal, conflict resolution and ensure continuing professional development of self and team
9. Look for opportunities to implement continuous improvement so that BMDC Finance can be best in class through liaison with sector professionals and trade organisations such as ALARM
10. Deliver excellent customer service to internal and external customers.
11. To undertake any other duties within the team commensurate to the post, as required, and to be rotated to other posts within the department as required in line with the business needs of the department.
12. The postholder will be expected to deputise for the Head of Corporate and Strategic Finance on insurance related matters and other matters within their areas of expertise as required. The postholder may also be required to deputise or substitute for the Risk Manager on insurance risk matters.

**Structure:**

<div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;">Head of Corporate and Strategic Finance</div> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: 60%;">Insurance Manager</div>	
<b>Special Knowledge Requirement. Will be used for shortlisting. Max 10</b>	
	<b>Essential</b>
<b>Applicants with disabilities are only required to meet the essential special knowledge requirements shown by a cross in the end column.</b>	
Due to the Governments Fluency in English Duty for posts where employees speak directly to members of the public the postholder is required to meet the <u>Lower threshold</u> level. You should be able to demonstrate that you can use a wide range of simple words and a standard English sentence structure to express and maintain a flowing conversation even though you pause to think of the correct words with the ability to express and make yourself understood (this will also be tested during the interview).	x
Uses knowledge of Health, Safety and Environmental policies, procedures and regulations including risks in own area of work	x
Uses a range of complex IT packages relating to area of work	x
Ability to adopt a process of continual improvement and suggest ways of working more efficient and effectively to improve service delivery.	x
Carries out a variety of working practices, applies complex regulations, rules, procedures and processes across a technical /specialist area	x
Able to provide telephone advice and ICT support to end users	x
Knows and understands how to use, interpret, handle and communicate, often complex and detailed information, and relay it to service users/stakeholders in writing and/or over the telephone / face to face.	x
Demonstrates a high level of numeracy, literacy and accuracy across a range of activities	x
<b>Relevant experience requirement: Will be used for shortlisting</b>	
<b>Experience</b>	

Successful track record at a senior management level of achieving improved key priority outcomes in a comparable organisational context and environment

Experience in the development, presentation and implementation of complex strategy and policy in a relevant area

Extensive experience of effective corporate and collaborative working, building cross sector or cross service partnerships and relationships to deliver corporate and service priorities.

Extensive experience of successful financial management including budget formulation, financial planning, monitoring and control, within tight financial limits in a complex organisation

A track record of promoting, leading and implementing change programmes, delivering customer focused services, improving service quality, operational performance and culture

Experience of applying high level understanding when exercising judgement in challenging and sensitive circumstances, providing advice at a senior level to local government, or a comparable organisation, to achieve corporate objectives

Tangible evidence of leading and motivating people; developing a high performing culture with continuous service improvement and effective performance management

A track record of promoting and delivering positive solutions to achieve diversity, equality of opportunity and preventing discrimination

### **Skills**

Understanding of the legal, financial and political workings of local government and current best practice on tackling the kind of challenges that face local government services

Ability to develop rapport and work effectively with a diverse range of people, consulting with, listening to and understanding varying needs

Ability to form sound, evidence-based judgments, find solutions to complex issues and problems, assessing risks and taking responsibility

High degree of self-awareness, with the ability to own mistakes and move quickly to develop contingency and / or mitigation strategies

Ability to inspire, guide, motivate and develop people, to achieve high performance

Ability to listen to and influence others, presenting information and arguments convincingly

IT literate and able to manage information systems as necessary

<b>Relevant professional qualifications requirement: Will be used for shortlisting</b>		
Professional Qualification or equivalent eg Institute of Risk Management (IRM), Chartered Institute of Insurers (CII) Evidence of sustained personal and professional development		
<b>Core Employee competencies to be used at the interview stage.</b>		
<b>Carries Out Performance Management</b>		
Covers the employee's capacity to manage their workload and carry out a number of specific tasks accurately and to a high standard.		
<b>Communicates Effectively</b>		
Covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships; giving advice and guidance; counselling, negotiating and persuading and handling private, confidential and sensitive information.		
<b>Carries Out Effective Decision Making</b>		
Covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self effectiveness and any requirements to quality check work.		
<b>Undertakes Structured Problem Solving Activity</b>		
Covers a range of analytical skills required for gathering, collating and analysing the facts needed to solve problems. It includes creative and critical thinking; developing practical solutions; applying problem solving strategies and managing interpersonal relationships.		
<b>Operates with Dignity and Respect</b>		
Covers promoting equality, treating all people fairly and with dignity and respect, maintains impartiality/fairness with all people, is aware of the barriers people face.		
<b>Working Conditions:</b>		
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.		
<b>Special Conditions:</b>		
Basic DBS is required.		
<b>Compiled by:</b> Michael Thomas Date: 12/09/24	<b>Grade Assessment</b> Date: 25/09/24	<b>Post Grade:</b> PO6