



Coventry City Council

## Job Description

<b>Job Title:</b>	Risk and Insurance Manager	<b>Job Number:</b>	
<b>Directorate:</b>	Place	<b>Post Number:</b>	1022804
<b>Services:</b>	Risk Management and Insurance	<b>Grade:</b>	G9
<b>Location:</b>	One Friargate		

### Job Purpose:

1. To lead and manage the activities of the Council's Risk and Insurance.
2. To manage and direct the staff within Insurance Services; to ensure the achievement of the objectives set out in the Risk Management and Insurance Service Plan; to drive forward the development of an excellent support service and secure continuous improvement.
3. To lead the Council's risk management activities including the development and implementation of its Risk Management Strategy.

### Main Duties and Responsibilities:

1. Develop, implement and review the Council Policy relating to Risk Financing, encompassing the Council's insurance programme and risk self-retention strategy in order to protect the assets and liabilities of the Authority.
2. Lead on the Council's Risk Management activities including the development and implementation of its Risk Management Strategy, assisting Directors and Senior Managers to identify strategic and operational risks
3. Ensure that the Council has effective arrangements in place for the management of risk
4. Lead on the provision of risk management training
5. Provide specialist advice and consultancy on Risk Management, Insurance and Liability issues to meet the specific needs of Members, Directors, Senior Managers and Officers in the effective discharge of their duties and requirements for service delivery.
6. Develop and implement the Council's Risk Management strategy including the co-ordination of the Corporate Risk register and reporting arrangement.
7. Manage and co-ordinate the Risk and Insurance financial responsibilities.

8.Maintenance of up-to-date and comprehensive knowledge of the legislative framework and practice relating to:

- Local Authority risk financing.
- Local Authority liability

9.Responsibility for a variety of Council contracts in respect of insurance, claims handling and related services

10.Ensure the development and monitoring of systems for effective service delivery and efficient use of financial resources.

11.Lead the management of the insurance and risk service including the development of annual work plans for the service, ensuring performance standards, targets, service levels and the effective deployment of resources.

12.Contribute to the setting and monitoring of relevant insurance budgets, long term financial planning to set levels of expenditure to meet service requirements in a cost effective manner

Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

<b>Responsible for:</b>	<b>Risk Management and Insurance Services</b>	<b>Responsible to:</b>	<b>Finance Manager</b>
<b>Date Reviewed:</b>		<b>Updated:</b>	<b>May 2019</b>



Coventry City Council

## Person Specification

<b>Job Title:</b>	Risk and Insurance Manager	<b>Job Number:</b>	
<b>Directorate:</b>	Resources	<b>Post Number:</b>	1022804
<b>Services:</b>	Risk and Insurance	<b>Grade:</b>	G9
<b>Location:</b>	One Friargate		

Area	Description
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<b>Knowledge:</b>	<p>Advanced knowledge and understanding of insurance practice, principles and procedures and their application to the specific requirements of the Public Sector</p> <p>Advanced knowledge and understanding of risk management practice, principles and procedures and their application to the specific requirements of the Public Sector.</p> <p>Detailed knowledge and understanding of the principles and practice of legal liability claims against Local Authorities and the requirements of the related Civil Procedure Rules and litigation process</p> <p>Excellent understanding of the decision-making process in Local Government.</p>
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<b>Skills and Abilities:</b>	<p>Demonstrating a strategic approach to managing business and financial operations over the long term</p> <p>Ability to identify risks and appropriate risk management strategies.</p> <p>High level communication and presentation skills to a variety of audiences</p> <p>Ability to analyse and disseminate very varied, complex and detailed technical and professional issues and information</p> <p>High level analytical and investigative skills</p> <p>High level interpersonal skills with the ability to establish and sustain positive relationships that generate confidence, respect, credibility and trust</p> <p>Able to persuade others to reach agreement on proposed solutions or to accept new ideas through discussion, negotiation and acceptable compromise</p> <p>Able to develop and sustain effective team working, partnerships, networks and multi-agency working</p> <p>Organisational skills in planning and prioritising work and the ability to produce quality work under pressure and to deadlines</p> <p>Able to work with minimal supervision and direction</p> <p>Open to new ideas and willing to challenge current practice</p>
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<b>Experience:</b>	<p>Extensive insurance experience and its application to the requirements of the Public Sector</p> <p>Risk management practice and its application in a complex organisation</p> <p>Experience of claims handling within the Public Sector</p> <p>Management, supervision and training of staff to deliver a high quality service</p> <p>Management and development of insurance procedures and processes</p> <p>Management and development of risk management procedures and processes</p> <p>Analysing and evaluating information from various sources to inform the development of the Service</p>
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<b>Educational:</b>	<p>Associate of the Chartered Insurance Institute or equivalent</p> <p>Participation in Continuous Professional Development</p>
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<b>Special Requirements:</b>	
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<b>Date Reviewed:</b>		<b>Updated:</b>	<b>May 2019</b>
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