Insurance Manager – Financial Services – Grade H

Job Description

Purpose

To manage the University's insurance provision covering current and future needs. The role will ensure that the University is sufficiently insured and will manage insurance claims. The scope of the role covers the whole University including subsidiaries and associated organisations.

Duties

1. Manage all aspects of the University's insurance programme, including policy renewals, claims handling, and risk assessments.
2. Liaise with insurers, brokers, and internal stakeholders to ensure optimal coverage and cost-effectiveness.
3. Provide expert advice on insurance implications for contracts, projects, and University activities.
4. Maintain accurate records and ensure compliance with relevant legislation and University policies.
5. Lead on insurance-related audits and reporting.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Proven experience in managing corporate or institutional insurance programmes (Application/Interview).
- Strong analytical and negotiation skills (Application/Interview).
- Proficient in the use of Microsoft office (Application/Interview).
- Strong written and verbal communication skills, along with excellent organisational skills (Application/Interview).
- Strong interpersonal skills and the ability to build relationships with key stakeholders (Application/Interview).
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview).

Knowledge, Skills, and Behaviours (Desirable)

- Sector specific experience with a background working in education (Application/Interview).
- Experience in the design and implementation of process improvement (Application/Interview).
- Experience of using computerised financial systems (Application/Interview).
- A relevant professional qualification (e.g., ACII or equivalent) (Application).