

Job Description

Post Title: Team Manager – Insurance AA3546

Evaluation: 638 Points **Grade: N10**

Responsible to: Chief Internal Auditor

Responsible for: Staff of the Insurance team

Job Purpose: To manage the delivery of an efficient and effective insurance and claims handling service to the Council in line with relevant statutory and professional requirements.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To manage the staff, budget and activities of the Insurance team to meet its service, performance and financial objectives.
- 2 To ensure the team has clear objectives and performance management arrangements to achieve continuous improvement.
- 3 To contribute to the development of the Council’s insurance strategy, policies and self funding arrangements to protect the Council’s assets and operations.
- 4 To monitor and control the Council's insurance fund in conjunction with relevant officers, including providing input to section 151 monitor reports.
- 5 To ensure civil claims for injury or damage are effectively assessed in respect of the litigation risk and thereafter appropriately managed by the Team in conjunction with Legal Services.
- 6 To represent the Council in relation to civil claims for injury and damage; including those before the courts and in mediation proceedings.
- 7 To advise directorates regarding appropriate insurance indemnities to minimise financial exposure.
- 8 To provide training for officers and members on all aspects of operational insurance.
- 9 To procure and manage external insurance providers as required.
- 10 To provide insurance and claims handling services to a range of partner organisations” and then delete “including Tyne and Wear Transport Authority, TWAMS and YHN
- 11 To keep abreast of developments in the insurance and claims handling fields to inform best practice

12 To promote and implement the Council's Equality policy in all aspects of