Job Title: Risk and Insurance Officer
Grade: 9

GRADE xx

Our Vision

We have a clear vision for Staffordshire - an innovative, ambitious and sustainable county, where everyone has the opportunity to prosper, be healthy and happy

Our Outcomes

We want everyone in Staffordshire to:

* Have access to more good jobs and share the benefit of economic growth
* Live in thriving and sustainable communities
* Be healthier and more independent for longer

Our Values

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, flourish and contribute to our ambitious plans. Our values are at the heart of the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

* Ambitious – We are ambitious for our communities and citizens
* Courageous – We recognise our challenges and are prepared to make
courageous decisions
* Empowering – We empower and support our people by giving them
the opportunity to do their jobs well.

About the Service

 Insurance Services is responsible for ensuring assets and liabilities are protected by insurance in line with risk appetite. In addition to the purchase of external insurance, this includes the management of self insured schemes where necessary. As well as offering insurance advice and guidance to services, the team is also responsible for supporting a claims handling service either in-house or via an external claims handling company. This role is a fundamental part of the County Council’s risk management arrangements.

Reporting Relationships

Responsible to: Risk and Insurance Manager

Responsible for: Insurance Officer

Key Accountabilities:

1. Manage a small team of staff including co-ordination of work plans, monitoring performance and identifying appropriate development opportunities.
2. Develop and co-ordinate provision of risk management and insurance functions through a small team.
3. Responsible for the efficient operation of the risk management and insurance systems support arrangements.
4. Provide overall assurances for front line support to users in the business re: risk management processes.
5. Ensure the resolution of queries relating to the risk management and insurance systems from all customers.
6. Offer advice and support to staff on basic risk management and insurance functions, to ensure efficiency of operational processes.
7. Supporting the Risk and Insurance Manager and deputising for them in their absence.
8. Use *We Talk* to celebrate and monitor staff performance, identifying appropriate opportunities for professional development.
9. Undertake other duties as directed.

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council’s climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people’s health and safety and that promotes welfare, and which is in accordance with the Council’s Health & Safety policy.

**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

The content of this Job Description and Person Specification will be reviewed on a regular basis.

**Person Specification**  A = Assessed at Application

I = Assessed at Interview

T = Assessed through Test

|  |  |  |
| --- | --- | --- |
| **Minimum Criteria for Disability Confident****Scheme\*** | **Criteria** | **Measured by** |
| **employer_small** | **Qualifications/Professional membership*** Certificate in Operational Risk Management – Level 4 or equivalent experience
 | A/I |
| **employer_small** | **Knowledge and Experience*** Two years experience working in risk management.
* Experience of managing or supervising staff, including prioritising objectives and monitoring outcomes.
* Experience of risk management procedures and practice.
* Demonstrate an understanding of the local authority financial environment.
* Demonstrate proficient use of spreadsheets and word processing skills.
* Sound knowledge of relevant systems.
* Experience of analysing financial and performance information and presenting results.
 | A/I/T |
| **employer_small** | **Skills*** Planning work and setting objectives for a team.
* Leading and motivating a small team of colleagues in a financial service.
* Ability to monitor and manage risk management processes in a complex service
* Excellent numeracy and literacy skills.
* Excellent interpersonal and communication skills
* Able to communicate with staff at all levels
* Personal commitment to the maintenance and development of high standards of service and customer care.
 | A/I/T |

This post is designated as a casual car user

**** If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job Centre Plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**

**Shared Services on 01905 947446**