

Kent County Council

Job Description: *Technical Insurance Officer*

Directorate:	Strategic and Corporate Services
Unit/Section:	Insurance Team
Grade:	KR8
Responsible to:	Insurance Manager

Purpose of the Job:

To assist the Senior Technical Insurance Officer with the day to day technical function of the Insurance Team and to deal effectively with all issues surrounding the administration of policies in relation to the Council's insurance arrangements, including providing advice and information to KCC schools and internal directorates.

Main duties and responsibilities:

1. To undertake the day to day administration of all matters relating to KCC's insurance programme and to provide specialist technical advice and information to schools and internal directorates in respect of insurance requirements.
2. To support the Senior Technical Insurance Officer in the identification, collection, collation and provision of all necessary information to clients, brokers and insurers within required timescales to ensure the renewal / retendering of KCC's insurance programme.
3. Assist with the day to day management of KCC's claims database, ensure the accuracy of financial information entered against claims and prepare regular ad-hoc reports as required.
4. To reconcile expenditure within the claims database and ensure the timely reimbursement of provision of funds to insurers.
5. Calculate and recharge insurance premiums to KCC directorates.
6. Provide advice regarding the suitability of insurance policies held by third party suppliers and contractors in order to protect the Council's assets and exposure to liabilities.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Technical Insurance Officer*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	Educated to A-Level or equivalent.
EXPERIENCE	Experience of working in an insurance or accounting environment.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Excellent communication skills (both written and verbal)• Proficient in the main IT systems – particularly Excel.• Well organised with the ability to work calmly under pressure and prioritise work to meet deadlines.• Accuracy and attention to detail.• High level of numeracy
KNOWLEDGE	<ul style="list-style-type: none">• An understanding of the technical aspects of insurance policies is desirable but not essential.
BEHAVIOURS AND KENT VALUES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make <p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p>

	Externally Focused - Residents, families and communities at the heart of decision making
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