

## **ROLE DESCRIPTION**

<b>Job Title</b>	Risk and Insurance Officer
<b>Salary Band</b>	SCP 20-23
<b>Reporting to</b>	Risk Manager
<b>Directorate</b>	Resources
<b>Service Area and sub area</b>	Internal Audit
<b>Team</b>	Risk
<b>Political Restriction</b>	No

<b>1. Primary Purpose of the Post</b>
To provide a high quality and effective risk management and insurance function to the organisation.
<b>2. Your responsibilities</b>
<ul style="list-style-type: none"> <li>• Provide advice and guidance to officers on risk and insurance matters</li> <li>• Facilitate effective risk workshops with officers for established and less complex activities or supporting the Risk Manager to delivery risk workshops in new or more complex areas.</li> <li>• Support the maintenance of risk registers at all levels and support management in their compilation and review</li> <li>• Promote the benefits of good risk management to colleagues</li> <li>• Support in the preparation and implementation of the Risk Management Policy</li> <li>• Assist in the delivery of training to staff on risk management and foster an understanding of the basic principles of insurable risk amongst relevant staff</li> <li>• Support the preparation of reports to the Senior Leadership Team, Departmental Management Teams, Audit and Governance Committee and other relevant fora (as required) on risk management and insurance matters</li> <li>• Support procurement exercises for key insurance partners, including brokers and insurers</li> <li>• Support the annual renewal/procurement of the organisation's insurance policies, ensuring that the organisation's changing needs are reflected appropriately and that value for money is secured, including by obtaining key organisational data to support the exercises</li> <li>• Support the Risk Manager in delivering the strategic vision for the Risk and Insurance function as determined by the Head of Internal Audit and Risk</li> <li>• Engage with officers on key projects to advise on risk management and effective provision of insurance to optimise the protection of the organisation</li> <li>• Building effective relationships with officers across the organisation</li> </ul>
<b>3. General Corporate Responsibilities</b>
<ul style="list-style-type: none"> <li>• Commitment to demonstrating the Corporate Behaviours and upholding high ethical standards</li> </ul> <p>It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements and with Standing Orders and Financial Regulations of the Combined Authority, and to ensure that all work functions are undertaken</p>



in accordance with health and safety legislation, codes of practice, and the Combined Authority's safety plan.

This job description is not intended to be prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

#### **4. Recruitment Plan**

Competency Based Interview

## PERSON SPECIFICATION

**Job Title:** Risk and Insurance Officer

Criteria		
Qualifications and Training	E = Essential D = Desirable	Identified By
<ul style="list-style-type: none"> <li>Educated to Advanced level standard or equivalent</li> </ul>	E	A

Experience and Knowledge	E = Essential D = Desirable	Identified By
<ul style="list-style-type: none"> <li>Experience in risk management and/or insurance gained within a large, complex organisation <b>OR</b> Understanding of, and interest in, the principles of risk management and insurance</li> </ul>	E	A/I
<ul style="list-style-type: none"> <li>Awareness of the responsibilities of the Liverpool City Region Combined Authority and the environment in which it operates</li> </ul>	D	I

Skills and Abilities	E = Essential D = Desirable	Identified By
<ul style="list-style-type: none"> <li>Professional and with the ability to maintain confidentiality</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Enthusiastic and uses own initiative</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Analytical skills and has the ability to assimilate complex information</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to build strong professional relationships, negotiate, influence and challenge</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to manage own workload and plan effectively</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Effective communication skills</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Effective presentation and facilitation skills</li> </ul>	E	I
<ul style="list-style-type: none"> <li>Ability to utilise ICT such as Microsoft Office packages and Risk Management software</li> </ul>	D	I



Personal Attributes	E = Essential D = Desirable	Identified By
• Commitment to undertaking relevant professional training	E	I
• Commitment to continuous learning and self-development	E	I

**Key to Assessment Methods:**

I – Interview	A - Application
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