Senior Underwriter – Job description

Role:	**Senior Underwriter**
Name:	
Reporting to:	**Head of Engineering and Construction**
Last review date:	
No of direct reports:	**0**

We invite you to have a conversation with us regarding your flexible work requirements

JOB PURPOSE

To carefully select and underwrite risks, in a cost effective manner and in accordance with statutory and company requirements/guidelines to ensure profitability and business targets are met.

KEY ACCOUNTABILITIES

Role specific	• To examine insurance proposals, gathering and assessing background information and liaising with specialist colleagues, in order to effectively assess the risk. • To calculate possible risk and determine appropriate insurance premiums using actuarial information, other statistics and own judgement, within own authority level, making necessary referrals in accordance with company policy. • To set accurate, realistic premium forecasts and business plans in a timely manner to enable management to set accurate budgets and performance targets. • To deliver training as and when necessary for staff, brokers and clients and assist with the development of underwriting assistants, • To accurately enter data into company systems and produce management reports that ensure that the company remains aware of the nature and financial impact of risks written. • To maintain accurate paper and electronic records for auditing and regulatory purposes. • To proactively participate in projects or other initiatives designed to improve the effectiveness or efficiency of the department. • To undertake any other tasks as requested by the Director, in order that the team achieve its objectives.

People	• Lead by example through seeking out and leveraging diversity in all its forms and to create an inclusive work environment where innovation and fresh perspectives are embedded for the benefit of our people, our business and for the customers and communities that we support. • Undertake health and safety due diligence as per H&S legislation to ensure safe working conditions for teams through resourcing, active documentation of incidents and proactive identification and mitigation of risks and hazards.
Customer	• To develop and maintain relationships with key brokers and clients at all relevant levels of their business. • To liaise with brokers, clients and potential clients preparing quotes and negotiating terms as required, writing polices and specifying any conditions that should apply to policies.
Risk & Compliance	• Fulfil individual risk and compliance related obligations, and provide support to and monitoring of the Branch's adherence to Group and Regulator guidelines. • Provide proactive risk and compliance awareness by reporting any incidents or breaches identified within our compliance requirements

KEY STAKEHOLDERS AND RELATIONSHIPS

Internal

External

QUALIFICATIONS/SKILLS/EXPERIENCE:

- CII qualified Underwriter (Diploma Level) or equivalent experience.

- Relevant technical experience for business line being written.
- External industry knowledge to be demonstrated by membership and/or liaison with external professional, industry or commercial bodies.
- Good understanding of insurance and the terminologies used, across all lines of business.
- Good technical understanding about underwriting policy construction; able to read underwriting files and understand what data needs to be recorded
- Able to evaluate information from a variety of sources and solve problems.
- Good decision-making skills; able to consider the costs and benefits of various decisions and choose the appropriate one.
- Good communication and interpersonal skills; comfortable with phone & face to face discussions with underwriters, brokers & other technical colleagues; confident in negotiation and networking scenarios
- Accuracy and attention to detail
- Able to organise own workload effectively to meet service standards
- Deadline focused; able to work under pressure to meet tight deadlines
- Competent user of Excel & Word
- Good systems knowledge, experience of using various company bespoke systems to interrogate data

KEY RESULT AREAS

To be defined.

CORE COMPETENCIES

- Refer to Core Competency framework

TECHNICAL COMPETENCIES

- Refer to Underwriter family competencies

ORGANISATIONAL STRUCTURE

This role has the following areas reporting to it

N/A

SIGN-OFF & APPROVAL

Sign-off	
Signature	
Name	
Date	

Approval	
Signature	
Name	
Position	
Date	