



Job description			
Job title	INSURANCE MANAGER		
Grade	L		
Directorate	Resources		
Service/team	Exchequer Services / Insurance		
Accountable to	SERVICE MANAGER – TRANSACTIONAL SERVICES		
Responsible for	Insurance Administrator Insurance Assistant x 2		
JE Reference	A5404	Date Reviewed	May 2025

Purpose of the Job

- You will support the Service Manager -Transactional Services in developing and delivering the Council's Insurance Policy and Strategy.
- You will be responsible for providing a comprehensive and proactive insurance service and be the main contact on all insurance related matters of the Council and Merseyside Police both internally and externally and lead on the procurement of insurance policies and renewals.
- You will be responsible for providing professional support to senior leadership and departmental management in respect of the Council's insurance arrangements.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of you. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

1. Support the development and delivery of the Council's insurance strategies and processes, ensuring that they align with, and support delivery of, the Council's policies, aims and objectives.
2. Supervise the insurance team ensuring that the service operates to the appropriate statutory and professional requirements and standards.



3. Provide professional and timely insurance advice across the organisation.
4. Tender for the Council's and Merseyside Police insurance policies, in conjunction with advice from brokers.
5. Undertaking the annual insurance renewal negotiations for the Council and Merseyside Police and examining policy documentation to ensure compliance and accuracy.
6. Reviewing and implementing changes to the insurance programme for the Council and Merseyside Police to meet changing needs and requirements. Considering current market trends, new developments and best practice to achieve best value.
7. Ensuring all civil claims made against the Council are effectively handled, both directly and in liaison with services, insurance companies, and legal advisers in accordance with all relevant time limits and ensuring settlements are fair and reasonable consulting with senior management when appropriate.
8. Advising senior management on claims of a significant or sensitive nature that may represent a financial or reputational risk to the Council.
9. Monitor the viability of both the Council's and Merseyside Police insurance funds.
10. Represent Exchequer Services on Departmental and Corporate projects as required

Knowsley Better Together – Staff Qualities





Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.