



Person Specification			
<b>Post title</b>	Insurance Manager	<b>Grade</b>	L / £41,511 - £42,708

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
<b>Skills, knowledge, experience</b>		
S1	Management experience of having led an insurance team within local government	CV/SS, I
S2	Demonstrable experience in successfully tendering and running insurance contracts within local government	CV/SS, I
S3	Significant experience of dealing with a wide variety and complexity of claims, claims investigation and management, decision taking on liability including handling litigation matters	CV/SS, I
S4	Have excellent written and verbal communication skills and be able to communicate at all levels with internal and external clients, customers, and suppliers in an appropriate and professional way.	CV/SS, I
S5	Be able to analyse and interpret data to produce reports on insurance related issues.	CV/SS, I
S6	Experience of collaboration and effective liaison at all levels of an organisation	CV/SS, I
S7	Effective negotiation and influencing skills with internal and external stakeholders including brokers and insurers	CV/SS, I
S8	The candidate must be able to demonstrate an ability to work both as a team member and alone under his/her own initiative	CV/SS, I
S9	Be self-motivated, be able to prioritise your own work load/time and the ability to work to deadlines	CV/SS, I
S10	Demonstrate a good level of computer literacy skills – Including the use of Microsoft Word and Excel.	CV/SS, I
<b>Personal attributes and circumstances</b>		
P1	You must adhere to the “Knowsley Better Together” staff qualities; Integrity, Accountability, Communication and Respect	I
<b>Communication</b>		
C1	To contribute to key service planning reports, including team, service and corporate plans	CV/SS, I

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C2	Take responsibility for ensuring the delivery of a high quality and effective service, in accordance with key performance indicators and service targets.	CV/SS, I
<b>Qualifications</b>		
Q1	Qualified or part qualified Chartered Insurance Institute or willingness to study for above qualification Other relevant professional qualification plus evidence of continued professional development	CV/SS, C

**CV/SS** = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview  
**P** = Presentation **AC** = Assessment Centre **T** = Test

**Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:**

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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