Fermanagh & Omagh District Council
Comhairle Ceantair Fhear Manach agus na hÓmaí

Job Description

Job Ref:	26/EP/34
Job Title:	Insurance and Risk Officer
Reports to:	Property Manager
Responsible to:	Head of Parks, Estates & Property
Location:	The Grange, Omagh
Hours of work:	37 hours per week
Duration:	Permanent
Salary:	Scale SO1; SCP 25 – 26 - (£37,563 - £39,481) per annum

Main Purpose of the Job

To provide a high level of support to the Property Manager to ensure that the Council's insurance arrangements are implemented, monitored and reported to management and users as necessary.

Main Duties and Responsibilities

- Provide professional guidance and advice to Council service providers on all aspects of the Council's insurance liability cover.
- Assist in the review and tendering for insurance services and annual renewal negotiations.
- Assist in the monitoring, maintenance and review of all insurance provision for the Council's assets and services.
- Provide professional guidance to the Council's Events Team on insurance related matters and liability cover for ad hoc Council events, eg festivals, etc.
- Accurately record and retain all policy information, claims made by or against the Council and other insurance related information, on the Council's electronic records system and associated files.
- Monitor the Council's incident reporting system and follow up as necessary to ensure comprehensive information is captured and forward details of all recorded

incidents to the insurance broker in a timely manner.

- Process all insurance claims and review investigation reports submitted in respect of any liability claims lodged against the Council, researching and co-ordinating information required to defend claims and associated follow-up.
- Submit insurance claims against relevant policies on behalf of the Council and associated follow-up.
- Prepare claim investigation reports for submission to the Property Manager, Corporate Health & Safety Manager, Heads of Service, Legal Services, Corporate Leadership Team, etc, whilst monitoring the progression of claims generally.
- Liaise with the Council's broker, insurers and solicitors on a wide range of insurance matters.
- Facilitate and assist the insurance providers' engineering inspection regime and ensure that all inspection reports are uploaded to the Council's electronic records system and forwarded to relevant officers for review and action.
- Maintain databases and/or spreadsheets relating to Council's insurance risk exposure.
- Deal sensitively and confidentially with any employee related matters in liaison with Human Resources, trade unions and other Council officers.
- Assist in the development, review and revision of procedures, policies and guidance in respect of risk analysis and operational services procedures.

General

- To comply with all Health and Safety at Work legislation in accordance with the Council's Health and Safety at Work policy and all associated procedures and guidance.

- To comply with all the Council's policies and procedures including the Employee Code of Conduct and Employee and Councillor Working Relationship Protocol.

- To promote the Council's Equal Opportunities policies and avoid all forms of discrimination as both an employer and service provider.

- To implement all Financial and Procurement policies and procedures.

- To comply with employee responsibility in relation to all records held, created or used as part of the Council's business. All records, paper or electronic, are public records and accessible by the general public, with limited exceptions, under the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the Data Protection Act 1998.

- To undertake the duties of the post at all times in a manner that enhances and promotes the positive image of Fermanagh and Omagh District Council.

The postholder will be expected to be flexible and adaptable to meet the changing needs and requirements of the organisation. The above list should not be seen as an exhaustive list of duties and the postholder will be expected to undertake other relevant duties, as required.

PERSON SPECIFICATION

The following have been identified as the top competencies for effective performance in the role at, **"Operational Level".** A definition has been provided including examples of positive indicators and more information on the competency framework can be found at:http://www.lgsc.org.uk/fs/doc/Competency%20Framework%20for%20Local%20Government.pdf Competencies will be assessed and monitored throughout the selection process. Respect for diversity and equality underpins the core competencies required for the post. Employees will be expected to treat all individuals with respect, respond sensitively to differences and encourage others to do likewise during the course of their employment with the Council.

Essential Criteria:	**Method of Assessment**
Possess a degree level qualification or equivalent in a business related subject or insurance and one year's relevant experience within an office environment* **OR** In the absence of a qualification, applicants must hold a minimum three years' relevant experience within an office environment* *Relevant experience must include evidence of: a) Experience of dealing with insurance placement/processing claims b) Communicating with a range of internal and external stakeholders both orally and in written format c) Working on own initiative and as part of a team d) Ability to cope under pressure and work to deadlines	Application form and interview.
Competency in the use of Information Technology for administration purposes, eg Email, Microsoft Office packages, ie Word, Excel, Access, PowerPoint.	
Ability to prioritise and re-prioritise workload to meet changing demands and deadlines.	
The above criteria may be enhanced to facilitate shortlisting.	

Behavioural Competencies
How We Manage Ourselves
Managing our own work Plans, structures and prioritises own work to achieve optimum results. **Communicating with Impact** Presents a positive image by communicating effectively, being resilient and treating people fairly
How We Work With Others
Meeting customer needs Establishes the needs of customers and strives to ensure that these are met.
How We Move Forward
Achieving Results Takes personal responsibility for making things happen, Shows motivation and perseverance in overcoming obstacles and achieving results. **Continuously improving services** Seeks to continually improve the services and processes that impact on users.

Hours of Work
37 hours per week (Monday to Friday), but work outside these hours may be necessary on occasions.

Salary
Scale SO1; SCP 25 – 26 - (£37,563 - £39,481) per annum. The postholder will be paid monthly into their bank/building society account.

The appointment will be subject to:

a) Satisfactory references from two referees (one of which should be from the present or previous employer).
b) A satisfactory standard of attendance, conduct and performance in carrying out the duties of the post.
c) The satisfactory completion of a probationary period of six months.
d) The terms of the Northern Ireland Local Government Pension Scheme.
e) The production of evidence of educational and/or professional qualifications as listed on the Application Form.
f) A medical report by the Council's Medical Examiner which confirms fitness for employment in the position.

Application forms must be **returned no later than 12 Noon on Monday 23 November 2026.**