

JOB DESCRIPTION

Position Title: Broker, Divisional Director
Reports To: **Simon Clutterbuck, Director, Global Re.**
Location: London

Summary of Position:

To facilitate the Production and placement of reinsurance contracts in accordance with the client's requests, in accordance with regulatory requirements.

Key Responsibilities & Accountabilities:

- Manage placement of designated risks, including production of documentation to assist placement and maintenance throughout the risk life cycle (Underwriting Submissions, market Reform Contracts, Wordings, Endorsements)
- Maintain and enhance knowledge of the insurance marketplace, trends and cycles in order to capitalise on market opportunities
- Develop and manage client relationships
- Develops and manages relationships with market representatives i.e. Underwriters, other Brokers
- Review and analyse client needs to determine appropriate product and desired terms and conditions for insurance/reinsurance coverage
- Develop data and submission documentation for underwriters
- Achieve production targets, reporting any material changes to their Managing Director
- Ensure that accounts are serviced efficiently and professionally
- Monitor existing book of business with a view to identifying any threats or weaknesses early to be in a position to address and protect/retain the existing book
- Demonstrate excellent technical knowledge and ability to communicate this to various audiences
- Maintain up-to-date working knowledge of regulatory requirements
- Report breaches, errors and omissions, disputes and complaints
- Enable and encourage interaction and collaboration with other divisional units
- Adhere to company and regulatory policies, procedures together with mandatory training requirements

- Adhere to financial reporting requirements including monthly phasing of income

Functional & Behavioural Competencies required:

- Excellent persuasive and influencing skills
- Client facing and customer focused with excellent interpersonal and written communication skills
- Excellent IT & organisational skills
- Ability to perform effectively to tight deadlines with good personal organisation and time management skills
- Anticipates problems in advance and makes contingencies
- Proactive, always looking for ways of delivering a better or more efficient service
- Communicates clearly; effectively contributes to the team and interacts with others
- Excellent attention to detail and ability to plan meticulously
- Personally demonstrate the five BMS values and ensure that team members are aligned with these:
 - Accountable
 - Entrepreneurial
 - Collaborative
 - Empowering
 - Disciplined

For those with People Management responsibilities;

Key Responsibilities & Accountabilities:

- Ensure team adhere to company and regulatory policies, procedures together with mandatory training requirements
- Ensure team adhere to financial reporting requirements including monthly phasing of income
- Contribute to the Division's business planning and budgeting process in accordance with timescales and guidance set by the Board
- Develop a business plan aligned to the Division's goals & objectives
- Align the team to the business plan and monitor their progress against the Plan, taking remedial action where appropriate
- Responsible for service delivery and the team's performance against published service standards
- Manage the day to day activities of the team
- Optimise the performance of the business area for which you have direct responsibility
- Provide leadership and guidance
- Proactively mentor and coach your team

- Hold regular team meetings and / or 1:1's with your direct reports
- Ensure that all direct reports are appropriately trained, competent and aware of their responsibilities
- Conduct regular appraisals in accordance with timescales and guidance set by the Board
- Proactively promote the benefits of BMS Group both internally and externally
- Exhibit behaviours that are consistent with the shared values of the BMS Group and encourage same from you team
- Support and promote a culture of compliance with FCA requirements
- Ensure health and safety regulations are employed effectively and compliance with them is exhibited by all the team

Functional & Behavioural Competencies Required:

- Ability to lead and manage people effectively
- Ability to develop and motivate direct reports
- Strong business acumen and technical credibility
- Excellent communication, organisation and delegation skills
- Strong negotiation skills with the ability to exercise challenge, as appropriate
- Ability to build and maintain positive working relationships within and across the Group