

HDI GLOBAL SPECIALTY SE - AUSTRALIA (HSAB)

JOB TITLE SENIOR UNDERWRITER – PROFESSIONAL LINES

JOBHOLDER

LOCATION MELBOURNE

REPORTS TO HEAD OF DEPARTMENT

1. MAIN PURPOSE

Underwriting, marketing and administration of Professional Lines and any other Class of Business delegated to the Position from time to time by the Company. All responsibilities are extended to cover the New Zealand Branch once that has been established.

2. REGULATORY RESPONSIBILITIES

- Perform duties in accordance with laid down and published statutory and regulatory requirements to ensure compliance with appropriate processes and procedures.
- Perform duties with integrity, due skill, care and diligence and in accordance with proper standards of market conduct to ensure appropriate business standards are met.
- Communicate all information in a clear, fair and overt manner. Advise the Company of any potential or actual Conflicts of Interest (professional and personal) and manage any conflicts in a fair and appropriate manner.
- Conduct business at all times in line with the guidelines and requirements of APRA or such other applicable local regulatory body and immediately notify the Head of Branch of any matter which may contravene any regulatory standards.

3. PRIMARY RESPONSIBILITIES

The primary responsibilities of the Job Holder for this specific role are:-

(a) Underwriting

- To assist in development of the policy wordings, rating and other related items in support of the development of the Professional Lines portfolio.
- To underwrite and negotiate for Professional Lines and other approved Classes of Business in accordance with the company's underwriting philosophy and in accordance with the standards set down in any respective product underwriting manuals.
- Apply approved and available rating models as a guide as part of the rating / pricing underwriting process.
- To have regular and appropriate liaison with brokers and insureds for marketing purposes with a view and to secure new business opportunities and manage existing ones.
- To have regular and appropriate liaison with colleagues within HSAB and group companies to create and optimise cross-sell opportunities

with other lines of business.

- The maintenance of an intimate knowledge of all business sources to ensure underwriting decisions are based on all pertinent criteria.
- To visit client locations for risk assessment, and information gathering purposes when appropriate and as required.

(b) Marketing

- Participation in the execution of the marketing strategy for relevant underwriting classes, in cooperation with other team members and the Head of Branch.
- Execution of marketing philosophy to clients and brokers.
- Attendance at appropriate conferences, seminars, discussion groups, meetings and involvement with industry bodies as considered beneficial to the company and after approval from the Head of HSAB.
- Interstate travel and overseas as considered necessary with approval of the Head of Branch.
- Research and Development of new products.

(c) Administration

- Completion of appropriate underwriting worksheets, premium calculation detail and risk information.
- Preparation / maintenance and overview of all underwriting files, slips and policy wordings.
- Inputting relevant risk and policy information into the Graile System.
- Addressing accounting related issues with brokers

(d) Reinsurance

- To ensure that risks underwritten conform to the appropriate Class of Business reinsurance treaties scope of cover.
- Seek and obtain any special acceptance from reinsurers where this is required to ensure that reinsurance treaties are conformed subject to prior approval of the Head of HSAB.

(e) General

- Develop relationships with company staff locally and worldwide and seek opportunities to profitably grow directed business in accordance with company guidelines and local authority levels.

- Other duties as may be required from time to time including assisting and supporting the writing of delegated authority business also for new COB's.

4. GENERAL FEATURES

Job Context:

HDI Global Specialty SE is a joint venture of Hannover Re and HDI Global, both being strong and established players in the insurance and reinsurance market. HDI Global Specialty SE, is an excellent platform for putting together cross-business segment expertise and network reach. We have a global presence, delivering extensive reach for brokers and clients. Specialist local teams are highly qualified to give quick responses and informed support to the client's local operations, specifically their special, unusual or difficult insurance needs. We are dynamic, empowered, and committed, giving clients the agility, stability and certainty to meet the challenges of the changing world.

The jobholder will be based in Melbourne but must be willing to travel as necessary to fulfil the job requirements.

HDI Global Specialty is a dynamic working environment. A key aspect for the jobholder will be a flexible approach to their work and liaison with other staff at HDI Global Specialty as well as Group and third party contacts. The jobholder must have the ability to learn quickly to acquire a firm grasp of the nature of HDI Global Specialty in order assist with issues as they arise.

The jobholder's work is subject to the requirement to work in accordance with current best practice, professional Single Risk management standards and consistently meet the deadlines imposed. Within this framework, the jobholder is responsible for the delivery of requirements maintaining a quality service at all times.

5. PERSON SPECIFICATION

The jobholder must have the following skills and expertise:

Numeric/Analytical/Interpretation skills

Strong number and analytical skills and the ability to understand, evaluate and interpret data.

Communication and Public Speaking

Able to fluently express ideas, both verbally and in writing.

Strong communication skills at all levels within the organisation and with external customers/potential customers and awareness and sensitivity of different cultural aspects within the territories that HDI Global Specialty SE operates.

Complete fluency in English.

Work Related

Ability to work independently, to multi task and to prioritise and organise work in order to meet deadlines.

The ability to be a team player and maintain good working relationships with all staff members is essential.

Knowledge

Minimum of seven years' experience in the insurance and/or reinsurance industry and have a sound experience and comprehensive understanding as well as a strong reputation as an underwriter for Professional Lines in Australia and/or New Zealand.

Other skills

Business development and networking skills.
Problem Solving Skills

Signed JOB HOLDER Date

Signed..... MANAGER Date