

Job Description

Company:	HDI Global Specialty SE – UK Branch (HSUB)
Division:	Delegated Authority
Department:	Delegated Authority
Job Title:	Wordings Manager
Date:	May 2020

I. Position

Grade:	3
Reporting to:	<i>Director of Underwriting Delegated Authority</i>
Budgetary control:	None
SMCR Function	<input type="checkbox"/> Senior Manager Function <input type="checkbox"/> Certification Function <input checked="" type="checkbox"/> Standard
No. of direct reports	0 initially

II. Job Purpose

1. To draft policy wordings and endorsements as required for a range of Specialty and Delegated Authority business
2. To act as a research and analysis function for wordings within HSUB
3. To assess and advise upon manuscript wordings presented to underwriters and to recommend changes
4. To give ad hoc support and advice to underwriters on a wide range of wordings and related questions
5. To build a library of standard wordings for all main lines of business at HSUB including access to various databases and external libraries
6. To manage, in due course, a small team of specialists in various wording areas

III. Job Responsibilities

Wording

- To be the day to day owner of wordings within HSUB
 - To give commercial and practical advice to underwriters on key wording questions
 - To assist in product development and enhancement
 - To systematically review existing wordings and advise on improvements
 - To act as a reference point for advice on standard wordings used by clients, for example ISO forms and to advise on standard London Market clauses including LMA and NMA
 - To develop, advise upon and draft new wordings where required
 - To ensure all wordings used by HSUB comply with all relevant guidelines
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Leadership

- Identify skills gaps and training requirements of the team/direct reports
 - Provide the people within your team with the opportunities, training and experience to expand their knowledge and improve their skills
 - Ensure the performance of the team remains at an excellent standard ensuring that:
 - performance objectives are set appropriately
 - Performance review forms are submitted to the required standard
 - Underperformance is actively managed
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Process Improvement

- Identify and enhance the quality and value of processes for your area of work
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Project Management

- End to end project management for functional projects and contribute to any Branch wide projects
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Risk and Controls

- Design, implement and maintain process controls to ensure the quality of the output for your area/team within the function. Ensure documentation of the processes and output is accurate, up-to-date and accessible
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Reporting

- Design, deliver, develop and analyse reports, identify and recommend solutions to reporting issues in line with group/branch requirements
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Other

- Support all other functional activities as required
 - Adhere to all local and Group guidelines
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IV. Job Competencies, Skills and Experience

Core:

E.g. effective communications, client focus, collaboration, initiative, working relationships.

Communicating and Influencing

Uses communication skills to explain complex concepts. Communicates effectively both internally and externally at all levels and builds strong, ongoing and influential relationships.

Problem solving

Breaks down and analyses highly complex problems and uses specialised techniques solve problems and recognises the impacts the solutions may have. Generates solutions that are right for the Branch/Group. Able to prioritise and manage conflicting priorities

Delivery and Accountability

Implements action plans to ensure delivery remains on track. Initiates and drives significant changes to practices, process and systems whilst prioritising team resource to ensure deliverables and priorities are met.

Developing Capability

Able to identify Branch level capability gaps, share technical expertise, educate and upskill across all levels of the Branch in order to build long term organisational capability

Collaborating with Others

Identifies and engages a diverse range of influential contacts and builds alliances to establish mutually beneficial working arrangements. Understands the complexities of political dynamics and uses this to resolve conflict and actively challenges silo attitudes.

Customer Focus

Able to deliver to internal clients across a range of work. Can work with external clients and colleagues elsewhere in the Group

Specialist:

Systems, problem solving, negotiation, influencing, sales

- Ability to work and manage team with minimum supervision
- Hits deadlines
- Gets it right first time

Experience required:

- At least 10 years in a wordings role within the London Market, including experience in different lines of business

Other personal attributes required:

- Ability to build strong working relationships
- Well-organised and able to manage and track conflicting priorities

V. Qualifications

Education: Academic.	<ul style="list-style-type: none">• Degree and/or ACII preferred
Professional: Industry-specific	<ul style="list-style-type: none">• Demonstrable proof of ability to write wordings from scratch• Experience in Delegated Authority and Specialty lines preferred• Evidence of ability to move outside comfort zone and work on unfamiliar lines of business

VI. Senior Manager and Certification Regime

Conduct Rules	<ol style="list-style-type: none">1. You must act with integrity.2. You must act with due care, skill and diligence.3. You must be open and cooperative with the FCA, the PRA and other regulators.4. You must pay due regard to the interests of customers and treat them fairly.5. You must observe proper standards of market conduct.
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Interested candidates should apply via the following email box:

UK_HR@hannover-re.com