

**Job Title:**

Producer/Head of Division

**Role Holder:**

Vacancy

**Reports to:**

Chief Operating Officer

**Overall role:**

**To manage major accounts and support the acquisition of new and additional business through:**

- the management of client relationships, marketing and product development strategies
- the development and co-ordination of solutions to key large accounts

**Key Accountabilities**

**Client Servicing and relationships**

Identify and manage client requirements in accordance with the terms of appointment, maintaining the client relationship. Plan and co-ordinate strategies for successful renewal

**Market Relationships**

Develop and maintain market relationships to permit the widest placing opportunities

**Business Development**

Pursue new opportunities in line with the marketing strategy, exploiting UIB capabilities to identify and create new opportunities.

**Product Development**

Develop products to meet emerging client and industry sector needs.

**Revenue Enhancement**

Represent the company where appropriate in acquiring new clients, promote a wider range of UIB products and services.

**Core Competence Indicators**

- Placement structure is appropriate to the assured's operations; risk exposure and advised risk transfer goals.
- Maintains thorough and timely records of market negotiations, presentations and communications with insurers and with clients in accordance with Best Practice Manual and informs clients and/or colleagues of any developments.
- Plans and coordinates successful account renewal to achieve retention targets.
- Conduct presentations to the clients to promote UIB and to manage the client expectations.
- Identifies and develop opportunities for account development strategy to meet the client's requirements
- Achieves new business quantity and quality in line with the marketing strategy targets.
- Exploits UIB capabilities to identify and optimise cross-selling and referral opportunities.
- Identify, develop and co-ordinate multi-class solutions to major account client needs.
- Financial and document checks and approval comply with Authorised Signatory List.

## Direct Reports

None

## Internal Relationships

Business Producers in other Divisions

## External Relationships

Senior contacts in client and prospect companies, trade bodies and associations

## Desirable Experience

London or international market broking experience. Senior level exposure to large international corporations. Business production/sales experience

## Generic Knowledge and Skills

Market and industry structure and operation, including regulation and market reform  
Lloyd's Introductory Test  
Minimum technical insurance: CertCII or equivalent  
Sector specific risks and insurance products/solutions  
Risk analysis  
Slip drafting and Approval  
Client servicing and account development  
Marketing and sales for major accounts  
Advanced Negotiation (managing negotiations and team negotiations)  
Client presentation and report writing  
Time management and prioritisation

## UIB Knowledge and Skills

FSA – ICOB and Money Laundering/Prevention of financial crime  
UIB end to end broking process  
UIB Products and Services