

Job Title:

Senior Placing Broker - Property

Role Holder:

Vacancy

Reports to:

Divisional Director

Overall role:

To deliver client service through:

- **Advising clients on their insurance programmes.**
- **Placing complex contracts of insurance that meet client needs and conform to UIB practice quality.**
- **Ensuring team placements maintain local compliance, regulatory and quality practice standards**

Key Accountabilities

Placement Structure.

Analyse risk, provide advice on risk and insurance issues and structure appropriate coverage.

Risk Presentation

Prepare slips, and endorsements. Analyse information to produce market presentations

Quoting and Placement

Use market knowledge to obtain the coverage and price from approved carriers

Managing Subjectivities and Warranties

Monitor and resolve subjectivities and warranties in accordance with client instructions to secure underwriters' participation

Post Contract Alterations

Negotiate agreement to post-placement changes, e.g. by slip endorsement

Documentation and Broking Records

Maintain records of market negotiations informing client and keeping colleagues informed

Market Relationships

Develop and maintain market relationships to permit the widest placing opportunities.

Account Servicing and Development

Identify and manage client requirements in accordance with the terms of appointment, maintaining a strong client relationship to enable renewal and to seek to develop additional business

Placement Supervision

Supervise, coach and guide team placements on a day to day basis

Core Competence Indicators

- Placing structure is appropriate to the assured's operations; exposure and advised risk transfer goals.
- Market presentations secure best possible terms for the client, with full material disclosure.
- Placement submissions are in accordance with Contract Certainty Code of Practice.

- Negotiates and obtains the most appropriate carrier, coverage and price for the clients' requirements.
- Places the maximum amount in accordance with the firm order from the client.
- Resolves subjectivities and warranties in accordance with client instructions to secure underwriters participation.
- 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
- All placing, contract and closing documentation satisfies the client requirements and complies with Internal Procedures/Best Practice Manual and Market Reform.
- Maintains technical standards to achieve quality, minimal rework and minimal E & O exposure
- No justified client complaints over provision of service.
- Achieves retention through planned and coordinated account renewal.
- Develops opportunities for account development to meet the client's requirements
- Supervises routine broking to maintain the efficiency, quality, compliance and consistency
- Financial and document checks and approval comply with Authorised Signatory List.
- Maintains confidentiality in systems and procedures

Supervisory Responsibility: Direct Reports

None

Internal Relationships

Compliance, Technical/Wordings functions and Claims

External Relationships

Underwriters, Client Risk/Insurance Managers

Desirable Experience

London or international market experience in either broking or underwriting. Exposure to large international corporations. Some supervision or business production experience

Generic Knowledge and Skills

Market and industry structure and operation, including regulation and market reform
Lloyd's Introductory Test, or equivalent experience
Technical insurance to CertCII, or equivalent experience
Sector specific risks and insurance products/solutions
Risk analysis
Slip drafting and Approval
Negotiation
Well developed verbal and written communication
Client servicing and account development
IT literacy in Word, Outlook and Excel (Basic)
Time management and prioritisation
Delegation and supervision

UIB GROUP

UIB Knowledge and Skills

FSA – Insurance Conduct Of Business and Money Laundering/Prevention of financial crime
UIB Best Practice Manual/internal procedures (inc placing process)
Core IT systems. TWINS: can enter and retrieve information.