

# JOB ROLE STATEMENT

## CORPORATE INSURANCE SERVICES CO-ORDINATOR LEVEL 5

**DIRECTORATE** FINANCE AND COMMERCIAL SERVICES  
**BRANCH** LEGAL AND COMMERCIAL SERVICES **POSITION NO** P0063190

### KEY RESPONSIBILITIES

Implement and facilitate a commercial approach to all facets of corporate insurance management.  
Co-ordinate the provision of insurance services such as public liability/contract works claims management and risk management.

### KEY DELIVERIES

#### Corporate Insurance

- Implement and facilitate a commercial approach to all facets of corporate insurance management.
- Co-ordinate placement, renewal and extension of Principal Controlled and Riskcover Insurance policies.
- Facilitate provision of underwriting information for major projects in a commercially astute manner.
- Liaise with insurance brokers on all aspects of insurance placement, policy wordings, exclusions and endorsements.
- Liaise with Project Directors and Project Managers on all aspects of Principal Controlled Insurances and provide suitable options which provide for the best commercial outcomes.
- Formally notify insurance brokers and appointed legal advisers of any contract works and public liability claims under the Principal Controlled Insurance Program.
- Provide specialist support to Project Directors and Project Managers with all aspects of Principal Controlled Insurance.
- Prepare and facilitate insurance related training to Project Directors and Project Managers as required.
- Maintain and apply up to date knowledge of insurance related developments and issues across the civil construction sector.
- Liaise with Main Roads business units on all aspects of Riskcover insurances and provide advice on available options.

#### Public Liability Claims

- Facilitate a commercial approach to the management of Public Liability.
- Undertake research and analysis associated with major public liability litigation.
- Liaise with insurers, legal advisers, Main Roads staff at all levels and contractors on all aspects of major public liability claims.
- Provide advice to management on progress of major public liability litigation.
- Provide specialist support at pre-trial conferences and other settlement/negotiation meetings.
- Provide specialist support for resolving minor claims.

#### Stakeholder Relationships

- Build and enhance collaborative working relationships with insurance brokers, Riskcover, legal advisers, loss adjusters and Main Roads staff.
- Build and enhance professional working relationships with external agencies, particularly within the Transport Portfolio.

### OCCUPATIONAL SAFETY, HEALTH AND WELLBEING (OSH&W)

Responsible for active participation and performance to OSH&W standards as detailed by the Main Roads' Safety, Health and Wellbeing (SH&W) Management System - refer to "SH&W Responsibility and Accountability Procedure" on 'iRoads' intranet.

### LOCATION

Main Roads is a regionalised organisation with key delivery centres operating from the Kimberley to the Great Southern regions, including the metropolitan area. The incumbent of this position may be required to undertake a role in a region for a period of time.

### DYNAMIC RESOURCING

The incumbent of the position may be required to perform any other role within the incumbent's level of skill, competence and responsibility as directed by the Managing Director of Main Roads to meet the organisation's objectives and the incumbent's development.

### REPORTING RELATIONSHIPS

*This position reports to:*

(A) TITLE AND LEVEL	POSITION NO
LEGAL AND COMMERCIAL SERVICES MANAGER	P0063263
LEVEL 7	

# CORPORATE INSURANCE SERVICES CO-ORDINATOR LEVEL 5

**POSITIONS UNDER DIRECT SUPERVISION**

**ALL POSITIONS UNDER CONTROL**

List the position numbers, titles and levels of positions directly supervised

State number of positions only

TITLE and LEVEL	POSITION No	CATEGORY	NUMBER
		Salaried, Wages	

TOTAL

**SELECTION CRITERIA – SHOULD BE ADDRESSED IN THE CONTEXT OF THE ROLE**

**ESSENTIAL:**


- Considerable skill, knowledge and experience in:
  - provision of commercially focused insurance services
  - research, analysis and problem solving
  - negotiation and facilitation
  - building and enhancing stakeholder relationships
  - written communication, report writing
- Knowledge of:
  - policies and practices on Occupational Safety and Health, and on EEO, diversity and equity

**DESIRABLE:**


- A Diploma in Legal Services.

**CERTIFICATION**

1. The details contained in this Job Role Statement have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 24/5/17  
BRANCH/SECTION HEAD

2. The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

SIGNATURE  DATE 17/05/2017  
EXECUTIVE DIRECTOR

3. The details contained in this document have been reviewed and conform to Main Roads guidelines.

SIGNATURE  DATE 25/5/17  
MANAGER HR SERVICES