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| **ROLE PROFILE: Head of Global Insurance** | | SCI Logo |
| Position Title: | Head of Global Insurance |
| Position ID: | 252770229 |

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| **Team** | Risk Facilitation Hub | **Grade** | M4 |
| **Reports To (Title)** | Global Insurance Director | **Contract Length** | Permanent |
| **Location** | Any approved Save the Children office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The development of a Centre of Insurance Excellence for the Save the Children movement; driving administrative and financial efficiencies for Save the Children International and Save the Children Members; promoting and delivering professional risk financing and required training, whilst working closely with other Risk functions reporting to the Chief Risk & Ethics Officer to develop a coherent and coordinated risk approach and appetite for the organisation.  The Insurance team is responsible for setting and managing global Insurance programmes (General and Employee Benefit insurances) on the most effective and efficient basis, and will provide shared insurance services to Save the Children Members, achieving improved risk coverage, consistency across the Movement and overall cost of risks savings. The team has responsibility for managing insurance premiums across its portfolio of insurance programmes, as well as responsibility for managing SCI’s brokers, consultants and service providers supporting these programmes and ensuring SCI’s spend on these is optimised.  **Role purpose**  The Head of Global Insurance will be expected to take a leading role in building the culture and systems for managing insurance risk in Save the Children. Save the Children is developing an ambitious new strategy for 2025-27, which requires us to take and manage an appropriate level of risk, often in complex environments, in order to improve the lives of the most marginalised children and communities. Save the Children sees risk management as everyone’s responsibility, with functions across the organisation responsible for risk identification, assessment and mitigation (the first line of defence).  Under the guidance of the Global Insurance Director and supported by the other Insurance team colleagues, the Head of Global Insurance will develop a Centre of Insurance Excellence for the Save the Children movement; driving administrative and financial efficiencies for Save the Children International and Save the Children Members; promoting and delivering professional risk financing and required training. Supported by her/his insurance team, the Head of Global Insurance will be expected to work closely with other risk functions reporting to the Chief Risk & Ethics Officer to develop a coherent and coordinated risk approach and appetite for the organisation.  The role-holder will be responsible for setting and managing global Insurance programmes on the most effective and efficient basis, and will provide shared insurance services to Save the Children Members, achieving improved risk coverage, consistency across the Movement and overall cost of risks savings.  The role-holder will have responsibility for managing insurance premiums across their portfolio of general insurance programmes. Additionally, the role-holder will have responsibility for managing SCI’s brokers, consultants and service providers supporting these programmes and ensuring SCI’s spend on these is optimised.  Finally, the role-holder will have the responsibility of managing insurance claims, advocating SCI’s position in complex cases, to bring these to the best possible conclusion. |

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| **Principal Accountabilities** |
| Responsible for:   * With support from the Global Insurance Director and Insurance team members, be instrumental in setting up and managing global risk financing programmes on the most effective and efficient basis. Ensuring maximum mitigation of SCI’s insurable risks. * Leading the project for engaging with Save the Children Members to promote movement-wide risk financing arrangements and shared services, achieving improved risk coverage, consistency of arrangements and overall cost of risk savings. Accountable to the Global Insurance Director who will provide guidance with this. * Identifying and driving insurance elements needed to develop risk management culture. In close cooperation with the risk management team, the role-holder will support raising awareness and understanding through promotion, communication and training, integrating the elements which contribute to risk exposure and control * The management of external insurance providers, including brokers, insurers and service providers, ensuring best value for money, risk coverage and service levels are achieved. * Carrying out regular tendering exercises of both broking services and insurance procurement, benchmarking as appropriate * The management, support and development of Insurance team members, providing on the job training, and proposing external study and training if appropriate, ensuring team structure and activities are in line with set objectives. * The negotiation of the renewal of insurance policies with insurers and advisers to obtain the best possible combination of premiums, excesses and terms, appropriate to Save the Children’s needs and risk appetite. * Proactively implement as appropriate alternative methods of risk financing and advise on the most cost-effective method of financing risk. * Managing and developing Save the Children’s claims handling and reporting and analytical processes. * Ensuring claims are being handled in a timely and efficient manner and helpful response are being provided to various stakeholders. * Accountable for setting up an Insurance centre of excellence to ensure that high quality insurance advice is provided, in particular: * High quality technical advice is available and provided in a timely and efficient manner to Country Offices and participating Members in support of ongoing activities and new initiatives, mitigating exposure where possible. * Comprehensive Contractual Risk Management support is available and provided in timely and efficient manner as and when required. * Prompt and relevant support and advice to new areas of operations and ensure insurance cover in place for activities carried out. * As a senior insurance professional in the Save the Children movement, responsible for representing Save the Children on external working parties and committees e.g. AIRMIC Charity Special Interest Group etc. to ensure that Save the Children’s insurance and insurance related interests are fully recognised and acted upon in the wider external insurance community. |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 1  Manager of a team: Yes  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes, infrequent |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  Supply Chain, Finance, Treasury, Information Security (IT), Legal, General Assurance, Counter-Fraud, Safeguarding, Awards Management, Global Safety & Security, People & Organisation and the Global Medical team, including the Emergency Health Unit.  **External**  Brokers, Insurers, Providers of ancillary services (e.g. claims management, crisis management, emergency assistance providers etc.), industry bodies (e.g. AIRMIC), legal counsel |

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| **Competencies** |
| Cluster: Thinking  Competency: Problem solving and decision making  Level: Leading Edge  Behavioural Indicator: Provides a strategic framework to support decision making across the organisation.  Cluster: Thinking  Competency: Innovating and adapting  Level: Leading Edge  Behavioural Indicator: Promotes a culture and work environment where new ideas take risks and learns from failures.  Cluster: Engaging  Competency: Communicating with impact  Level: Accomplished  Behavioural Indicator: Adapts communication style to maximise support and engagement.  Cluster: Engaging  Competency: Working effectively with others  Level: Accomplished  Behavioural Indicator: Breaks down silo working and challenges behaviours that are not collaborative.  Cluster: Leading  Competency: Leading and inspiring others  Level: Accomplished  Behavioural Indicator: Takes a flexible and positive leadership style adapting to a given situation or to the needs of the team.  Cluster: Leading  Competency: Developing self and others  Level: Accomplished  Behavioural Indicator: Creates space for others to learn and provides challenging and stretching tasks and assignments when people are ready for them. |

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| **Experience and Skills** |
| **Essential**   1. Substantial experience in an in-house insurance role with experience of complex global organisations. 2. Required to demonstrate expertise from among Property and Casualty Insurance, Liability Insurance, Financial Lines, Employee Benefits insurance and Risk Financing Techniques, including the use of captives or similar vehicles. 3. Prior experience at the senior/leadership level. 4. Excellent interpersonal and communications skills, with the gravitas to inspire and influence a wide range of stakeholders. 5. Demonstrated experience and capability to influence change and ensure the delivery of major projects. 6. Experience of solving complex issues through analysis, defining a clear way forward and ensuring buy-in. 7. Able to communicate complex, technical information, in simple, clear terms to stakeholders who are not familiar with insurance language, rules or processes. 8. A proven ability to think creatively and strategically, overcome obstacles to cooperation and progress. 9. A demonstrable ability to maintain positive professionalism and productivity under occasional periods of intense work pressure. 10. Ability to work in a culturally diverse setting.   **Desirable**   * A positive “can do” attitude and someone who is deeply committed to Save the Children’s mission. * Attention to detail and quality and sees things through to completion |

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| **Education and Qualifications** |
| **Essential**   * Qualified, or working towards obtaining ACII (Advanced Diploma from the Chartered Insurance Institute) * Member of a professional insurance/risk body e.g. Chartered Insurance Institute, Institute of Risk Management, AIRMIC * Qualified to at least degree level in a relevant discipline |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 2 – a DBS check (standard level) or equivalent overseas police check will be required as your position is covered by the Exceptions Order 1975 to the Rehabilitation of Offenders Act 1974 e.g. chartered and certified accountants, barristers, solicitors, legal executives. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |