



**Birmingham**  
City Council

## ABOUT BIRMINGHAM

Birmingham City Council, based in The Council House, Victoria Square, Birmingham B1 1BB, is the largest local authority in the UK – serving a population of a million citizens daily.

Based in the centre of England we are easily accessible by road, rail and air. When the redevelopment of New Street railway station and the new rapid transport systems are completed travelling to and around the city will be even easier.

We are the youngest city in Europe with under-25s accounting for nearly 40% of our population. We have over 400 schools, 15 universities and three university colleges within one hour's drive of the city.



We have great theatres, museums, the world famous [City of Birmingham Symphony Orchestra](#), beautiful historical buildings and our iconic [Library of Birmingham](#). We also have amazing concert and sporting venues such as the [NEC](#), [Edgbaston Cricket ground](#) and [Alexander Stadium](#).

Dining out in our city has something for all tastes with Michelin star restaurants across the city, Spicel Street by the [Bull Ring](#), the [Chinese Quarter](#) and our very famous [Balti Triangle](#).

Birmingham is still one of the most popular places to shop in the UK, with the impressive names of Selfridges and Debenhams already established here, the development of the new John Lewis store will add another fantastic dimension to the retail experience.

And that's just where we are now. With our [Big City Plan](#) and [adopted Development Plan](#) taking us forward and the exciting ongoing changes to the landscape of our city, and the upcoming [Commonwealth Games](#) in 2022, Birmingham will only continue to improve.

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## BIRMINGHAM IS EXPERIENCING ONE OF ITS MOST EXCITING PERIODS OF REGENERATION AND DEVELOPMENT IN RECENT TIMES.

We aim to be a city of growth where every child, citizen and place matters - and Birmingham City Council wants to make a positive difference, every day, to people's lives. This underpins everything we do, whether that's setting our priorities, making decisions or delivering services.

### Our priorities

Guided by the present situation – with a rising demand for services (especially adult social care), financial pressures and the need to invest in children's services – we plan to focus our resources on five key priorities:

- Birmingham is an entrepreneurial city to learn, work and invest in
- Birmingham is an aspirational city to grow up in
- Birmingham is a fulfilling city to age well in
- Birmingham is a great city to live in
- Birmingham residents gain the maximum benefit from hosting the Commonwealth Games
- Birmingham is a city that takes a leading role in tackling climate change

The council is just one key player in achieving these priorities. Over the next few years, our financial situation remains challenging so our role in the city needs to change. One of the biggest shifts we'll need to make is to move from directly delivering services to a position where we use our resources to enable and facilitate others. This means a much greater focus on collaboration and partnerships.

We see the council's role as providing strategic leadership – that's being able to visualise a new future for the city and equipping others to share our vision. We want to ensure the provision of decent services for all, so we can focus on supporting those least able to support themselves. And we'll work with partners and put citizens and neighbourhoods at the heart of our decision-making.

### The resources to deliver these priorities

- [Budget for Birmingham for 2019 to 2020](#)
- [Council Financial Plan](#)

### Useful links

[Birmingham City Council Wikipedia page](#)

[Birmingham City Council news page](#)

[How the Council works](#)

[How the Council is changing](#)

[Working in Birmingham](#)

[Council performance](#)

[Council financial plan](#)

[Birmingham City Council finance](#)



***We're proud of the culture we are building – an open, inclusive and diverse workplace in which everyone has the opportunity to be their best. To join this journey, newly appointed employee's will be fully supported with a structured induction programme to help you settle in.***

## JOB DESCRIPTION

JOB TITLE: Finance Manager (Insurance)	JOB NO: 70000537
GRADE – 6	DIVISION: Finance
NO OF POSTS: 1	SECTION: Insurance Services

### 1 JOB PURPOSE

- 1.1 To be responsible for the management of the Council's insurance services within a framework agreed by the Head of City Finance – Financial Accounting.

### 2 RESPONSIBILITIES

- 2.1 To lead the insurance services team for the Council
- 2.2 To advise the Council on the identification and management of insurance strategies to mitigate risk, including consideration of the options available for choosing internal vs external risk financing.
- 2.3 To liaise with providers of external risk financing and procure appropriate cover in line with the Council's risk strategy to protect Council employees, assets, reputation and liabilities.
- 2.4 To manage the resources provided to deliver the job purpose, including accommodation, equipment and IT.
- 2.5 To plan the overall team workload, manage team members, including monitoring and review of output, undertake performance reviews and identify development needs and carry out appropriate recruitment as the need arises.
- 2.6 To ensure that the service area remains compliant with all statutory regulations, local and corporate guidelines, policies and procedures and support managers to deliver such processes across the business.
- 2.7 To deliver a professional and quality-based approach to ensure continued improvement across the service.
- 2.8 To have day to day responsibility for communication and to ensure that all Stakeholders are engaged and receive relevant information in a timely manner.
- 2.9 To assist and deputise for the Head of City Finance – Financial Accounting ensuring that strategic and business needs and expectations are managed and met to the agreed levels.
- 2.10 To be responsible for ensuring that management and service delivery are compliant with the Council's Equal Opportunities policy and that equality and diversity are a key business focus.



- 2.11 To be an active participant in relevant team, directorate and council wide meetings and working groups, providing information and reports as appropriate.
- 2.12 To identify new and emerging risks faced by the Council and provide advice on the optimal risk financing solutions to those risks.
- 2.13 To manage the relationship with internal and external claims handlers, including Highways, authorising payments and setting the claims strategy.
- 2.14 To manage the relationship with external lawyers involved with all insurance matters including representing the Council's interest at Inquests where required.
- 2.15 To assist in the procurement of all contracts, providing insurance and risk advice, negotiating warranties, indemnity clauses and liability limits minimising the need for external legal advice on major contracts.
- 2.16 To identify potential savings through claims analysis leading to targeted risk management initiatives to reduce the Council's total cost of risk.

### 3 SUPERVISION RECEIVED

3.1 SUPERVISING OFFICER JOB TITLE: Head of City Finance – Financial Accounting

3.2 LEVEL OF SUPERVISION

- ~~a) Regularly supervised with work checked by supervisor~~
- ~~b) Left to work within established guidelines subject to scrutiny by supervisor~~
- c) Plan own work to ensure the meeting of defined objectives.

4 SUPERVISION GIVEN (includes those who are indirectly supervised, i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
Senior Business Analyst			3
Business Analyst			3
Analyst			2
Finance Assistant			1
Administrative Support			1



5 SPECIAL CONDITIONS

<b>Managers</b>	
<b>Equality/Diversity</b>	Promote, adhere to and implement the City Council’s Policy on Equality of Opportunity within your Team/Section/Division and within the Directorate generally and work consistently to embed equality and diversity into service delivery through the Equality Impact Needs Assessment process.
<b>Sustainability</b>	Promote the City Council’s sustainability Strategy by implementing working practices and procedures that ensure a sustainable approach to the use of resources and that resources are disposed of in a sustainable way.
<b>Health &amp; Safety</b>	Implement the Directorate Health and Safety Policy ensuring that there is <ul style="list-style-type: none"> <li>- regular and systematic identification, review and evaluation and control of risks</li> <li>- promotion of safe working practices</li> <li>- action to stop unsafe working practices and procedures</li> <li>- compliance with the Health &amp; Safety Policy</li> </ul>

**PERSON SPECIFICATION**

JOB TITLE: Finance Manager	JOB NO:
GRADE: GR6	DIVISION
NO OF POSTS:	SECTION: Insurance

Method of Assessment (M.O.A.)

AF = Application Form I = Interview P = Presentation

CRITERIA	ESSENTIAL	M.O.A.
ESSENTIAL (Relevant work and other experience)	1. In depth knowledge of and experience in managing insurance portfolios in a large and diverse organisation.	AF/I
	2. Experience of negotiating with insurance providers, brokers, loss adjustors and solicitors to ensure appropriate insurance policies are in place and claims are handled in a fair and reasonable manner.	AF/I
	3. Experience of managing teams within a large and complex organisation	AF/I
	4. Experience of providing professional advice to and of working with Officers (or equivalent in an alternative public sector	AF/I



	environment) on a range of operational issues.	
	5. A track record of partnership working (with internal and/or external partners)	AF/I
	6. Experience of managing operational relationships with stakeholders at senior levels	AF/I
	7. Participation in the successful delivery of equal opportunities in both employment and service delivery with organisations.	AF/I
	8. Experience in the preparation and presentation of business documents and reports	AF/I
	9. Proven experience of effective resource management (human and financial) including monitoring, controlling and reviewing the use of resources.	AF/I
	10. A good understanding of the political processes and experience of managing politically sensitive issues	AF/I
	11. Experience of participating in corporate initiatives	AF/I
	12. Operational knowledge of the legislative framework relating to the provision of insurance services within a local government environment	AF/I
	13. Experience of negotiating contracts on major projects with external providers and their lawyers	AF/I
SKILLS AND ABILITIES	1. Ability to provide supportive leadership, empowering, enabling, motivating and developing the team and its people, and fostering a positive organisational climate	AF/I
	2. Ability to link statutory requirements with the Council's risk strategy objectives to determine appropriate insurance arrangements.	AF/I
	3. Ability to communicate information effectively and to build relationships with internal and external stakeholders.	AF/I
	4. Ability to work in a pressurised environment and manage competing priorities whilst delivering on a range of projects and adapting to changing circumstances.	AF/I
	5. Demonstrable political awareness and an understanding of public accountability with the political acumen and skills to develop	AF/I





	productive working relationships with service delivery and other Council teams.	
	6. Ability to support the continuing process of culture change, responding to constraints with a can-do approach.	AF/I
	7. Possession of business acumen with the ability to identify and help to minimise the costs of insurance to the Council.	AF/I
	8. Personal understanding of the value of diversity	AF/I
TRAINING	Able to demonstrate commitment to ongoing continuous professional development.	
EDUCATION AND QUALIFICATIONS	Risk management/insurance qualification and/or equivalent experience.	
OTHER		

ALL STAFF ARE EXPECTED TO BE COMMITTED TO THE CITY COUNCIL'S EQUAL OPPORTUNITY POLICY