

Job Description

JOB TITLE	Assistant Vice President – Construction Professional
JOB HOLDER	
DEPARTMENT	Brit Global Specialty USA
REPORTS TO	Senior Vice President
ROLE CLASSIFICATION	Exempt, as described in the US Employee Handbook

Purpose of the Job:

Responsible for producing, underwriting and retaining profitable business for the company, - Assistant Vice President (AVP)-Underwriting primary task is to underwrite, maintain and grow the Brit portfolio in accordance with the business plan, strategy, authority levels and regulatory environment.

AVP-Underwriting reports directly to the Vice President (VP) as a key stakeholder in the underwriting performance for a select portion of the team's product / line of business. AVP-Underwriting will oftentimes be asked to oversee or otherwise provide guidance to the Underwriters and Underwriting assistants within the team.

Essential Duties and Responsibilities:

- Underwrite, maintain and grow the Brit portfolio in accordance with the business plan, strategy, authority levels and regulatory environment.
- Exhibit technical expertise with service of new and existing clients through cross-selling opportunities, account development, execution of client requests and problem solving in accordance with the objectives and procedures based on BGSU's core values and standards.
- Manage the entire underwriting cycle for individual accounts and assist in the preparation of and calculation of underwriting figures for input into the Business Plan.
- Gather and evaluate relevant underwriting and risk information independently; communicate findings and analysis to other key Brit staff and management.
- Initiate pricing discussions on new and renewal accounts; liaise with Actuarial and management to ensure pricing approach is competitive yet profitable.
- Negotiate and commit underwriting capacity financial arrangements in the best interest of the company, long and short range; ensure that business is being carried out within underwriting capacity.
- Advise clients on policy coverages and policy contract wording.
- Ensure that all submissions are written within regulatory guidelines.
- Participate in discussions on risks written by other offices within Brit.
- Establish and maintain knowledge of internal controls and all procedures relating to underwriting.
- Identify and raise issues with in-force accounts / risks; using best judgement, liaise with a variety of other disciplines including claims, legal and/or loss control on issues; recommend solutions to ensure risks are mitigated or referred to management.
- Construct bespoke policy wordings and endorsements; Use discretion when recommending changes to terms and conditions.
- Carry out research on specific accounts as appropriate.
- Travel to and participate/lead client meetings; use judgement on how best to balance

costs with business needs.

- Maintain key client relationships critical to the on-going success of the business.
- Encourage dialogue with other market practitioners to gain the benefit of market information.
- Identify exposure to loss and recommend appropriate pricing and coverages.
- Participate, as needed, in interviewing, hiring, training, and development of additional staff.
- Work with SVP and VP on identifying areas of improvement, create efficiencies and improve margins.
- Maintain quality control of renewal expirations, avoid any lapse in coverage.
- Investigate and reconcile financial inquiries and discrepancies relating to bound policies.
- Contribute to the research and development of new business.
- Contribute to preparation of data for inclusion in the company report and accounts.

Decision Making Responsibilities:

- Responsible for the appropriate recording of risk, premiums, claims exposures and aggregates so as to enable timely reporting of all relevant information to the syndicate, board and regulatory bodies.
- Participate and present own risks written at Peer Review meetings to articulate analytical approach to underwriting decisions.

Regulatory Conduct Rules

1. Act with integrity.
2. Act with due skill, care and diligence.
3. Be open and co-operative with Lloyd's, the FCA, the PRA, and other regulators.
4. Pay due regard to the interests of customers and treat them fairly.
5. Observe proper standards of market conduct.

Education, Qualifications, Knowledge, Skills and Experience

- Degree from a reputable University/College.
- Good overall educational qualifications. Progression towards or have obtained their CPCU or other relevant insurance professional qualifications.
- Broad knowledge and understanding of US E&S/Admitted Insurance property classes including general commercial, industrial, habitational and public non-profit risk.
- General understanding of the US legal and regulatory environment.
- Knowledge of the US and/or local Insurance market changes and trends.
- Ability to work independently and exercise sound judgment
- Excellent interpersonal, communication and presentation skills.
- Good analytical, written and numeric skills.
- Advanced IT skills, including Microsoft Excel, Word and PowerPoint.
- Effective prioritization and organizational skills.
- Solid relevant broking and/or underwriting experience, gained within general, commercial Insurance.
- Experience on working with Underwriting systems.

This job description is intended to describe the essential job responsibilities associated with this position. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of the position.



GLOBAL SPECIALTY
USA

As a term of your employment you may be required to undertake such other duties as may reasonably be required of you in the post and department mentioned above.

Signed

Dated

Name