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Insurance Officer – Maternity Cover

The Role:

The Insurance Officer is to provide a specialist insurance service to the business and assist with all aspects of insurance policy and claims handling. They will advise on the current policies and procedures and assist with renewals, liaise with legal advisors and loss adjusters on claim settlements and produce a number of reports.

Key Responsibilities:

General insurance administration

- Provide advice on the Company's current insurance policies and procedures
- Assist with group insurance renewal programme
- Assist with the insurance aspects of tenders and prequalification submissions
- Ensure central records are updated regularly with all policies and procedures
- Check and validate subcontractors' and designers' insurances as part of vendor management process
- Highlight areas of waste or loss evident through the claims reporting process

Claims handling

- Process all insurance claims
- Liaise with legal advisors and loss adjusters on claim settlements
- Handle all below excess claims and challenge as appropriate
- Deal with insurance claim settlements
- Process insurance claim and advisors fee invoices for review and payment
- Keep accurate and up to date records of insured and uninsured losses through the company's claim management software (Claim Control)
- Analyse claims records and highlight to managers where improvements may be made

Reporting

- Produce monthly claims received reports
- Produce updated outstanding claims reports with their status and reserves
- Create monthly dashboard reports
- Advise finance and commercial teams of changing reserves to assist with contract reporting

Key measures & targets:

- Timely handling of all claims
- Accurate claim reporting to the business
- Claims record and notification delays

Key relationships:

- Chief Finance Officer
- Insurers and brokers
- Fleet vehicle provider
- Loss adjusters
- Solicitors
- Claimants, on low value claims

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Person Specification:

The successful candidate is likely to meet all of the following criteria:

Essential

Experience of working in a corporate insurance environment
Claims handling experience
A good understanding of personal injury claims
Insurance claims handling protocol
A sound understanding of insurance policies, excess and aggregate arrangements
An understanding of negligence claims and liability
Excellent organisational skills
Accurate record keeper
Polite and professional
Ability to deal politely with frustrated claimants
Ability to differentiate between valid and invalid claims, and when to refer a claim to advisors
Competent IT skills, including Microsoft Word and Excel
Good interpersonal skills
Adaptable and able to deal with change

Benefits:

As well as offering a competitive salary, remuneration for this role includes flexible benefits, which provides a range of guaranteed benefits including but not limited to:

- 5% Company pension contribution
- Life Assurance at 2 x notional salary
- Single persons private medical cover
- Permanent Health Cover

About Barhale:

Barhale is one of the largest privately owned infrastructure specialists in the UK and was originally formed in 1980 as a specialist tunnelling contractor diversifying over the years into various civil engineering areas. Barhale works UK-wide across the water, transport, energy and developer services sectors providing design, construction and maintenance services under long-term contracts, with blue-chip public, regulated and private clients. The company employs over 600 people in the UK, has an annual turnover of £120m and a distinctive set of values that are fundamental to our approach to business sustainability.

Our business activity is carried out for the following principal sectors:

Water: Civil Engineering, Tunnelling, Pipelines and Utilities

Transport: Rail, Aviation, Waterways, Highways and Bridges

Energy: Power Generation, Power Transmission and Distribution, Waste

Developer Services: Civil Engineering across private sector developers UK wide

Specialist Businesses: Tunnelling, Mechanical and Electrical and Barhale Construction Services (BCS Group)

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How to apply:

Please send your current CV and covering email outlining your suitability for the role and quoting the reference number to careers@barhale.co.uk.

We are an equal opportunities employer. We are determined that no job applicant or employee receives less favourable treatment on the grounds of sex, pregnancy or maternity, gender re-assignment, sexual orientation, religion or belief, marriage or civil partnership, age, race or disability. All information will remain confidential to Barhale and will be handled in accordance with the requirements of the Data Protection Act.