

<b>POSITION TITLE:</b>	Project Insurance Manager [fixed term]		
<b>GROUP:</b>	Corporate Services	<b>SECTION:</b>	Finance
<b>REPORTS TO:</b>	Senior Manager – Finance Recovery	<b>RESPONSIBLE FOR:</b>	Recovery Claims Analyst
<b>FAMILY:</b>	TC4	<b>GRADE:</b>	17
<b>DATE REVIEWED:</b>	October 2023	<b>JOB NUMBER:</b>	

#### HBRC STRATEGY

##### Our Vision:

We want a healthy environment and a resilient and prosperous community.

##### Our Purpose:

We work with our community to protect and manage the region's precious taonga of rivers, lakes, soils, air, coast and biodiversity for health, wellbeing and connectivity.

##### Our Values:

- **Partnership and Collaboration:** We work with our community in everything we do
- **Accountability:** We hold ourselves to account to deliver results, be responsive to community expectations, and the best use of ratepayers' funds and assets
- **Transparency:** We report on what we do and the value this delivers for our community
- **Excellence:** We set our sights and expectations high, and never stop striving to do better

##### Our Focus:

- **Water quality, safety and climate-resilient security** ~ *Te kouniga o te wai, te haumarutanga me te mārohirohi ā-āhuarangi o te whakamarutanga.*
- **Climate-smart and sustainable land use** ~ *Kia koi, kia toitū hoki te whakamahinga o te whenua.*
- **Healthy, functioning and climate-smart biodiversity** ~ *kio ora, kia āhe, kia mārohirohi ā-āhuarangi hoki te rerenga rauropi.*
- **Sustainable and climate-resilient services and infrastructure** ~ *kia toitū, kia mārohirohi ā-āhuarangi hoki ngā ratonga me ngā hanganga ā-whare.*

#### POSITION SUMMARY

The Project Insurance Manager runs the day-to-day management of the Claims for the Cyclone Gabrielle Response and Recovery efforts, taking a pro-active co-ordination role across the Council to ensure we maximise the funding available of the response and recovery efforts related to Cyclone Gabrielle. The Project Insurance Manager will work partners throughout the organisation, as well as our external brokers and advisors to assist with our claims for insurance and NEMA and project manage the overall review process of all insurance cover currently held and report back to Risk and Audit Committee with recommendations.

The role is ultimately responsible for the creation and maintenance of information management databases, templates and process documents, and ensuring that the financial administration supporting the insurance process is documented and effectively carried out.

In addition, where capacity exists this role will undertake activities including desktop and on-site reviews of commercial fund applications while applying an audit lens (verification and checking).

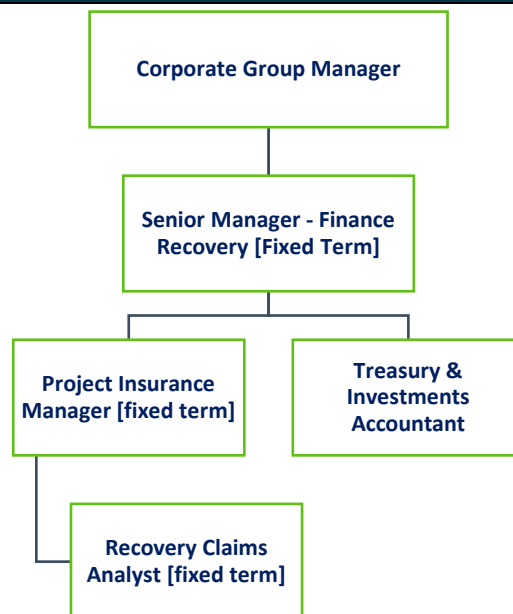
## GROUP AND TEAM GOALS:

The Finance team is responsible for the financial functions of Council. This includes preparation of annual reports, budgets, annual and long-term planning, rates, debtors and creditors services, insurance, investments, and the internal job costing aspects of Council's operations.

The Finance team is responsible for:

- Timely preparation of annual reports and budgets.
- Provision of significant and timely input into annual plan and long-term plan preparation and development.
- An effective, appropriate, and efficient rates section.
- Provision of accurate financial information as required.
- Presenting various financial reports to Council as and when required.
- Delivering an effective and efficient debtors and creditor's service.
- Providing an effective and efficient procurement service.
- Oversees Council's insurance and investment requirements.

## ORGANISATIONAL CONTEXT



## JOB SPECIFIC ACCOUNTABILITES

- Lead and co-ordinate recovery related claims – working alongside partners throughout the organisation, as well as our external brokers and advisors to assist with HBRC claims for insurance and NEMA.
- Primary contact for external agencies such as NEMA and Insurance brokers.
- Provide leadership and management to staff within the team by ensuring robust processes for communication, engagement, learning and development, and performance management are implemented.
- Assist in the development of project and programme level processes for recovery related claims.
- Assist with the delivery and management of all insurance policy reviews.
- Collaborate with asset 'owners' to ensure appropriate insurance cover.
- Report on the status of all claims.
- Report on insurance policy cover.
- Manage the renewals of all insurance policies.
- Develop and maintain Project Standards and Project Templates documentation.
- Ensure all reporting requirements are met and fed to the necessary teams, working with Finance and project leads to ensure financial administration processes are documented.
- Contribute to the identification, documentation, and management of, risks, issues, assumptions, dependencies, and decisions registers.

- Supporting the Recovery Manager and Recovery Senior Business Advisor in providing appropriate information to other Government agencies, ensuring information reported is accurate, consistent with other information given, is well managed and documented as required.
- Collaboratively work with Operational Response team, Rapid Rebuild Teams, Works Group, Finance and other parts of the organisation involved in the Recovery aspects of Cyclone Gabrielle.

## FUNCTIONAL RELATIONSHIPS

### Internal

- Budget Holders
- Group Managers
- Elected members
- Team members
- Works Group

### External

- Consultants and contractors
- Technical and legal professionals
- Iwi and other community groups
- Members of our community

## COMMUNITY RELATIONSHIPS

Fostering good working relationships is fundamental to the successful achievement of strategic goals for HBRC. We know we can't achieve change without the people (our community) outside our business. As expressed under our purpose statement, "working with our community" is at the heart of everything we do. This is particularly relevant to our relations with Tāngata Whenua in terms of co-governance and co-management. Successful relationships involve building trust. Which in turn enables us to support each other to respond to new challenges as they arise.

This means:

- Professional attitude is projected at all times in dealing with external contacts.
- Information is accurate and is provided in a timely manner.
- Outcomes that are fair and clearly understood by both parties are achieved.
- Customers are satisfied with responses to written or verbal requests for information.

## CONTINUOUS IMPROVEMENT

All Hawke's Bay Regional Council (HBRC) staff are expected to actively and enthusiastically promote the concept of continuous improvement in their work for HBRC. This means:

- Maintaining a positive overall attitude in the workplace, including promoting HBRC in a positive manner, as assessed by your peers and Manager.
- Taking part in training opportunities provided by HBRC with an open mind, as assessed by pre and post training meetings with your manager.
- Practicing the skills provided in training offered by HBRC, as assessed by regular feedback meetings with your manager.
- Showing a strong team commitment, as indicated by peer feedback and your manager's assessment.
- Practicing the concept of continuous improvement by showing initiative with new ideas and positively acknowledging other ideas.
- Giving honest and open feedback as and when required, aiming to constructively deal with all issues, as assessed by regular feedback meetings with your manager.
- Deliver on project outcomes: on time and on budget.
- Displaying sound judgment and making responsible decisions.
- Working to high quality standards and where applicable contributes to maintenance of ISO 9001:2015 accreditation of the Quality Management System.

## HEALTH AND SAFETY

All staff are expected to follow established health and safety procedures while working for HBRC, and in accordance with policies developed by HBRC. This means:

- Complying with and adhering to HBRC's accepted standards and procedures.
- Where appropriate, taking responsibility for workplace hazards/risks you identify and communicated to management.
- Undertaking regular reviews of workplace risks/hazards that are present in your work.
- When, and if, necessary, participate in the investigation of accidents/incidents according to HBRC procedures.
- Undertaking appropriate and effective staff training when required or necessary.
- Promoting a healthy and safe workplace.
- Actively supporting health and safety initiatives.
- Comply with any rehabilitation plan designed with you for a return to work after an accident.
- Comply with the COVID-19 Public Health Response (Vaccinations) Order 2021.

## EMERGENCY MANAGEMENT

When a Civil Defence event happens, you may be required to assist with carrying out the Council's Civil Defence responsibilities after providing required support for your family and dependants. All HBRC staff are expected to undertake such Emergency Management functions as are determined appropriate to meet HBRC's role and function in this area. This means:

- Undertaking such a role as is allocated for emergency management requirements.
- Participating in such exercises as are required to maintain a state of preparedness in HBRC.
- Responding to such requests to assume an emergency management role as are required by events.
- Understanding the contents of the relevant section of the Business Continuity Plan (BCP) and its implications for your role.
- Where the requirements of the role require it, review the relevance of the BCP for your team, section or Group on a regular basis.

## PERSON SPECIFICATION

### Minimum Qualifications and Experience required.

- Relevant bachelor's degree or equivalent tertiary qualification
- Proven experience in leadership and coaching of staff.
- Understanding of best practice management of reporting and risk, issue and status management
- Strong experience in scheduling, budgeting, tracking and monitoring of programmes or projects as well as defining process and developing capability.
- Valid driver's licence required

### Knowledge

The following indicates what would typically be expected for this role at a competent level:

- Proficiency in MS Word, Excel, Visio, Project, PowerPoint and other database and information management systems Analytical skills.
- Previous system implementation experience is advantageous.
- Previous experience and involvement with projects are advantageous.
- An in-depth understanding of accounting best practice.
- Knowledge of financial reporting systems and requirements.
- Problem solving working knowledge.
- Sound understanding of tikanga Māori and Māori values and an appreciation as to how they relate to Regional Council functions and plan and policy development.

**Personal Attributes**

- Able to work with groups of all sizes and experience in presenting information.
- Proven ability to facilitate and maintain strong productive relationship with all stakeholders.
- Self-motivated and able to work with minimal supervision.
- Proven ability to work with others to find solutions to complex issues and to deliver the best outcome across multiple workstreams.
- Superior communication skills – oral and written including the ability to communicate technical information effectively to diverse individuals, groups and interests.
- High degree of initiative and perseverance to follow through a project or issue to successful completion or resolution.
- Ability to anticipate change, remain flexible and be innovative.
- Ability to effectively gather multiple sources of information and apply technical and analytical skills to make effective decisions.
- Ability to effectively plan, organise and co-ordinate work to ensure that goals are achieved with the highest quality of work possible within agreed timeframes.
- Ability to clarify objectives, identify key issues, consider all perspectives and evaluate.

**Awareness**

- Demonstrated awareness of Te Tiriti o Waitangi and including Te Reo Māori in relevant and practical ways in interaction and engagement to demonstrate respect and value of Tikanga Māori in appropriate settings.

**CHANGES TO JOB DESCRIPTION**

From time to time it may be necessary to consider changes in the job description in response to the changing nature of our work environment. Such changes, including technological requirements or statutory changes, may be initiated by the manager of this job with due consultation with the position holder. This job description should be reviewed as part of the preparation for performance planning for the annual performance cycle.

**ACKNOWLEDGEMENT**

*I have read this job description and fully understand the requirements set forth therein. I understand that this is to be used as a guide and that I will be responsible for performing other duties as assigned. I further understand that this job description does not constitute an employment contract with Hawke's Bay Regional Council.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name