ITIC – Legal Advisor

Reports to: Claims Director

Working Arrangements: Monday to Friday, 09:30 – 17:30

Location: London

**Company Background:**

Thomas Miller is an international provider of market-leading insurance services. ITIC, managed by Thomas Miller, is the world’s leading provider of professional indemnity insurance for businesses who provide services to the transport industry.

We are looking for a driven, energetic individual to take this role and make it their own, within a successful environment.

**Overall Objective of Role:**

To deliver a professional, efficient and high quality claims handling service to ITIC members and brokers.

**Main Responsibilities:**

* Provide efficient, cost effective claims handling services involving all of the insured services covered by ITIC, including marine, rail and aviation risks.
* Deliver specific and general advice appropriate to the member’s business needs.
* Handle large or complex cases and, in particular, those that may impact ITIC’s reinsurance programme and/or those cases that are difficult to estimate accurately and are likely to be expensive.
* Manage relationships with external lawyers and other suppliers.
* Assist account executives with their claims handling.
* Assist account executives with developing ad hoc policy wordings as required.
* Ensure productive relationships with members and insurance brokers approach to claims handling.
* Deputise for Claims Director at team meetings.
* Conduct training both at claims team meetings and specially arranged sessions.
* Provide back up for claims administration.
* Produce loss prevention and guidance materials and seminars for both internal and external audiences.
* Assist the Claims Director with a review of the ITIC Rules as and when required.

**Person Specification:**

* Qualified as a lawyer to practise in England and Wales
* Minimum 3 years post qualification experience, either at a law firm or in-house, ideally with a professional services/professional negligence or transport focus.
* Excellent communication skills, both verbal and written.
* Strong analytical and organisational skills.
* Ability to develop good working relationships across all levels of seniority.
* Able to operate effectively within a team environment and to demonstrate leadership when required.
* A strong personal drive to succeed.
* Ability to negotiate.
* Effective at working under pressure and balancing competing workload demands.

**Behaviours**

* Analysis & Judgement Desirable
* Change & Innovation Expected
* Commercial Awareness Expected
* Communicating & Influencing Desirable
* Drive & Resilience Expected
* Managing Relationships Desirable
* Planning & Accountability Expected