

SALARY	£31,972 - £38,823
LOCATION	Leeds
WORKING PATTERN	Full time (37.5 hours per week), Hybrid
DEPARTMENT	Underwriting, Pricing and Insurance

PURPOSE

The Underwriting, Pricing and Insurance Division is at the forefront of managing the financial risk of MPS worldwide. The Underwriting Policy Adviser will be responsible for assisting the Underwriting Policy Lead in design of the underwriting strategy, policy and risk framework for the UK and Ireland medical membership.

ACCOUNTABILITIES & RESPONSIBILITIES

Service Delivery/Leadership

- Support MPS and MPSUW underwriting procedures including new business, mid-term changes, renewals, adverse risk and post membership disclosure compliance (i.e. income audits)
- Support the assessment of best practice developments in medical and dental indemnity underwriting including monitoring competitor behaviour
- Adhere to underwriting policy, appropriate delegated authority and operational procedures
- Apply underwriting decisions on referrals and tasks from all areas of MPS and MPSUW business that fall within their delegated authority level
- Undertake detailed analyses of member profiles and case histories for members who have been identified as potential high risk to MPS
- Financial
- Working collaboratively to ensure that medical and dental underwriting procedures meet the financial and auditing requirements of MPS and MPSUW and that the appropriate documentation is collated, authorised and filed/archived properly.
- Assisting with review of the cost benefit of underwriting policy actions ensuring resource deployment is cost effective and proportionate

Member

- Deliver excellent service to members by resolving queries in line with SLAs
- Improving the membership risk profile to ensure a fair use of the member fund
- Support in response to member queries and/or complaints to ensure response in a timely manner
- Ensure that underwriting decisions are correctly and appropriately communicated to members

People

- Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
- Mentor and coach the Underwriting Technicians and wider UW team
- Work with Underwriting Policy Leads on monitoring levels of delegated underwriting authority within MPS and help to monitor compliance with the delegated authority matrix

Risk

- Identify and report risks and issues identified within Underwriting and across MPS and MPSUW to enable resolution and mitigation of potential impact on MPS, MPSUW, members, clients and colleagues.
- Support the management of current and future risks by adhering to underwriting policy

Other

- Support oversight of MPS and MPSUW underwriting policy including implementation
- Assist Underwriting Policy Leads with translation of risk appetite into risk tolerances and limits and business rules where appropriate working closely with Underwriting colleagues and stakeholders within the business
- Promote competitive advantage through the application of underwriting expertise
- Act as escalation point for complex queries
- Maintain an awareness of best in class 'population' risk initiatives and where applicable, assist with developing a continuously improving Underwriting Policy function
- In line with the MPS and MPSUW risk tolerance, collaborate to ensure that products, special terms and interventions are appropriate for the control of the risk proposed by members.
- Work closely with the Underwriting Policy Leads to ensure that the application of underwriting decision making is automated via decision support tools wherever possible
- Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role
- Support Underwriting Policy Leads on preparation for PPUC (Product, Pricing and Underwriting Committee), UMAR and any other relevant governance fora

PERSON SPECIFICATION

Knowledge & Qualifications

- Educated to degree level or equivalent experience
- Progression towards CII qualification
- ACII qualified (*)

Skills

- Excellent written communication skills.
- Good IT skills including a working knowledge of Word, Excel, Outlook and Powerpoint.
- Ability to communicate clearly, effectively and appropriately to different audiences.
- Attention to detail
- Ability to demonstrate technical understanding of clinical negligence underwriting/risk factors (*)

Experience

- Experience of working in an underwriting, risk environment or similar exposure to operating in a regulated environment.

All points marked with (*) are desirable and are not essential to the position.

We welcome applicants from all backgrounds, and we encourage you to apply even if you feel you do not match 100% of the technical requirements. Medical Protection Society prides itself in being a collaborative, forward-thinking and inclusive employer where everyone can be themselves and embrace each other's unique individuality, background or heritage.