****

Position Description

Title LCA Insurance and Risk Manager

Line manager Executive Officer of the Church

LCA unit Not applicable

Classification Contract-based Position

Employment period Three years

FTE 1.0

Location Adelaide preferred, but negotiable. Interstate/intrastate travel required

Objective of position

This position:

* manages LCA Insurance, which includes a responsibility to ensure appropriate insurance cover for all participating LCA organisations, the provision of effective service to the organisations, and the efficient administration of the scheme
* develops, maintains and implements the LCA’s risk management framework, including the assessment and treatment of identified risks
* enables the LCA’s compliance with its regulatory and legislative obligations
* develops and implements a risk and compliance reporting framework
* serves as a risk advisor to LCA organisations to facilitate an effective and integrated approach to risk and compliance across the Church

Primary relationships

This position:

* reports to the Executive Officer of the Church in respect to the delivery of agreed work plans, and in the addressing of operational issues and developments
* works with the Finance, Audit and Risk Committee (FAR) in meeting its responsibility to advise and make recommendations to the General Church Board on insurance and risk-related matters
* establishes and maintains effective relationships with the LCA Insurance’s participating organisations, insurers and insurance broker
* liaises with colleagues in other LCA entities who are responsible for the management of risk and compliance

Key Responsibilities

The specific responsibilities of this role will include:

* managing insurance renewals, claims and payments
* negotiating with the approved broker appropriate levels and types of insurance cover that meet the needs of all the organisations under LCA Insurance
* providing information to the broker promptly and in the appropriate format as and when requested
* identifying, analysing and responding as appropriate to emerging issues and trends in the insurance market and that address the needs of the participating organisations
* maintaining strong working relationships with the participating organisations by providing a high level of professional service to them and through effective communication and engagement
* developing and implementing efficient systems and processes to enable the effective functioning of LCA Insurance
* developing and maintaining the LCA’s risk management framework for the purpose of facilitating a consistent approach to the identification, assessment and control of risks to which the LCA is exposed
* providing management and FAR with advice and support to assist them in fulfilling their role in relation to the risk management framework, including the development of policies and procedures
* developing and implementing a risk reporting framework, including reports of any regulatory breaches and material risk issues
* enabling compliance with legislative and regulatory requirements for all areas of identified risk
* strengthening effective risk management and control across the Church by liaising with and providing support to churchwide departments, districts and other LCA-related bodies
* preparing and monitoring the approved LCA Insurance and Risk budget/s
* undertaking other tasks as may be assigned by the Executive Officer of the Church in support of the implementation of the agreed plan.

Key Competencies

Required

* Qualification (e.g. diploma or degree) in risk management or related field
* Proven experience in managing risk and compliance
* Excellent interpersonal and written communication skills
* A good understanding of governance and quality assurance
* Ability to manage the dual role of insurance manager and risk manager
* Demonstrated computer literacy, including the use of MS Excel
* Demonstrated administration skills, including the ability to manage a budget

Desirable

* Experience in the insurance industry
* An understanding of the Church and its structures
* Financial literacy
* Experience working in the not-for-profit sector would be an advantage

General terms of appointment

* Be willing to work in the environment of the Lutheran Church of Australia and actively demonstrate understanding for the needs of the Church
* Agree to abide by all policies of the LCA
* Demonstrate respect in all activities and relationships, as per the LCA Standards of Ethical Behaviour
* Observe and comply with the LCA Work, Health & Safety policies and procedures

September 2021