

Corin Vacancy: Liability Underwriter

Job Title	Underwriter	Base Location	Leigh-on-Sea / Hybrid
Hours/Contract	35 hours p/w (Mon-Fri)	Salary	£45k-£80k DOE
Reports to	Head of Underwriting	Direct Reports	N/A

Primary Objectives

The primary responsibility of this role is to accurately and effectively underwrite new and existing business in accordance with the departmental Head's instruction within assigned underwriting authority and in adherence to the requirements of Corin's underwriting guidelines.

You will underwrite risk for the specified client, providing technical advice and delivering excellent client care. You will evaluate policies which will adhere to the company's underwriting standards, enabled by the analysis of statistical data using specialised computer programmes.

You will have a deep knowledge of underwriting regulations and in addition will have a solid understanding of the company's products and services.

You will be required to build positive relationships and partnerships with clients, brokers and other key stakeholders. You will play a pivotal role in maintaining and delivering upon internal standards and expectations within your team, providing assistance and support to reach your department's goals.

Whilst executing the responsibilities of this role you will be trusted with the handling of sensitive data, both personal and financial - you must follow all governing and company policies and deadlines to ensure our compliance.

You will organise your time systematically and efficiently, but also using your own initiative to arrange work and resources for yourself to facilitate task achievement within the required timeframes.

You may be delegated tasks which should be completed in a timely manner in addition to your duties, as dictated by the needs of the business.

This role requires you to be accurate, compliant and methodical, and actively look to support the objectives for the business, at times completing operational tasks and activities as requested.

Role Specification

Underwriting

- Underwriting new business risks, (an allocation of) renewal risks and mid-term adjustments in line with agreed authority
- Providing clear underwriting guidance and support to our brokers by responding to queries via email, phone and our online platform
- Actively working to improve and expand the broker portfolio, managing and developing broker relationships to maximise revenue
- Identify new schemes and Affinity groups for potential sources of profitable new business
- Demonstrating professionalism of our organisation, when engaging with clients and brokers

Team Responsibilities

- Providing excellent coaching and mentorship to Assistant Underwriters and other junior staff members, supporting their development through demonstration, delegation and constructive feedback
- Cooperating with other Corin departments to provide cover and support when required. Demonstrating key leadership and teamwork skills throughout
- Taking an active and leading role in delivering on departmental and business KPIs and SLAs
- Continuously looking for ways to improve, expand and enhance the Underwriting department

Operations and Administration

- Adhering to all company processes and procedures to assist in the smooth operation of the business
- Accurate and timely inputting of data to Corin's underwriting system
- Responding to enquiries from brokers received by phone, email or online platform
- Ensuring compliance with company policy, customer service standards and external compliance regulations

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Training and Development

- Undertaking training in line with agreed objectives
- Continuing to develop knowledge and understanding of the market and any associated legal or technical changes through additional learning
- Completion and recording of all CPD activities

Corin Standards and Expectations

In addition to your specific role responsibilities, as a Corin employee, you are always expected to consistently display the highest standards of professionalism. This includes promoting the company values (Honesty, Ambition and Delivery) and bringing excellence to the day to day operation of the business including:

Customer Care: Providing an excellent and professional service to all clients, brokers, and other external colleagues

Communication: Consistently demonstrating your ability to communicate effectively and efficiently at all levels

Meeting Deadlines: Adhering to and meeting all internal and external deadlines as dictated. Identifying and communicating any potential delays within an acceptable time frame

GDPR Compliance: Following all relevant processes and procedures to fully comply with all data protection rules and regulations. Reporting breaches immediately if incurred/discovered

H&S: Following the H&S procedures in place. Ensuring all tasks and actions are carried out responsibly with the health and safety of yourself, your colleagues, and the space around you in mind

Colleague Support: Respecting and supporting colleagues at all times to meet the needs of the business as well as to instill a positive and productive culture

What you will offer

You will:

- Be Cert CII or Dip CII (an advantage)
- Have a minimum of 3 years' underwriting experience
- Experience working within UK construction and/or high-risk liability would be advantageous
- Be highly numerate and literate
- Have strong analytical and communication skills
- Have the ability to work well under pressure, working at pace without compromising accuracy
- Have ambition and a passion to help drive the business to the next level
- Be enthusiastic, positive and focused
- Have a great sense of humour and desire to foster meaningful working relationships

What we offer

As well as the opportunity to join a fantastic team in a fast growing, forward-thinking MGA, we also offer the following:

- Competitive salaries and comprehensive benefits
- 30 days annual leave (incl. Bank holidays) plus additional holiday for service
- Annual bonus scheme
- CPD study support
- Company pension contribution of 10%
- Private medical insurance
- Hybrid working environment (office/WFH split)