**Job Description**

**Role title:**  **Insurance Manager (6 Month FTC)**

**Reports to:**  **Head of Commercial Contracts & Legal**

**Grade:** **Principal**

**Sector: Group Services**

**Division:** **Legal & Corporate Compliance**

**Purpose / Scope of role**

Our Legal and Corporate Compliance team is a key component of our Group Services Sector, providing legal and compliance services to support our Environmental Consultancy teams.

Reporting directly to the Head of Legal and working as part of a small team, the Insurance Manager will be responsible for completing and managing APEM’s insurance renewal process for 2026 as well as managing general insurance queries from around the business. This include dealing with daily insurance queries through our insurance inbox and reviewing current insurance policy documentation, collating any necessary documentation for insurance renewals, liaising with insurance brokers, and ensuring compliance with relevant regulations across multiple jurisdictions. The role requires experience in working with insurance policies and renewals and strong analytical skills.

The Insurance Manager will be required to be highly motivated, with a demonstrably commercial approach to develop and maintain effective working relationships across all divisions of the business.

**What success looks like in this role**

1. Support daily insurance queries
2. Successfully support APEM Group in its 2026 insurance renewal process
3. Create strong working relationships with APEM’s insurance brokerage including in-country teams.

**Key Responsibilities**

* Own and lead the renewal process for insurance policies; negotiating terms, premiums, and conditions with insurance brokers and carriers.
* Identify, assess, and manage global risks, ensuring the company's assets and interests are protected and proactively recommend and implement measures to mitigate risks.
* Maintain strong relationships with insurance brokers, carriers, and external advisors, ensuring the company receives competitive rates and coverage terms.
* Input into 2026 budgetary process with relation to insurance costs and renewals
* Implement and maintain insurance related policies and procedures to ensure due process is followed around the business.
* Deal with insurance related queries in a timely manner.
* Manage insurance claims and notifications in a timely manner and in accordance with policy requirements.
* Manage the driver assurance programme.
* Maintenance of insurance intranet page, to ensure resources are relevant and up to date
* Support with wider compliance activities where required and following relevant training.
* To carry out any additional activities that may be reasonably required or requested.
* To take reasonable care for the health and safety of yourself and others; make use of the tools, equipment, training and resources; and actively engage with colleagues at all levels to contribute to the continuous improvement of health and safety management.
* Complete mandatory health and safety training modules and any that are specific to your role.

**Skills/Knowledge/Experience/Qualifications**

**Essential** -

* Experience in insurance or risk management
* Experience in managing insurance claims and notifications.
* Strong analytical, negotiation, and communication skills.

**Our Values**

Our most important assets are our people who work here. We all work as one team and rely on each other. We wish to create a working environment to which our people are proud to belong, by maintaining our values at the forefront of everything we do. These values are:

* Integrity – We do the right thing
* Quality – Quality in everything
* People - We care
* Forward thinking – We focus on the future
* Positivity – We believe we can
* Fairness – We champion equality

**Our WOW Factor**

When home became work, we learned that flexibility, understanding and balance allowed us all to move forward and grow together. So, no matter where you’re based, the hours you keep, the toddlers you have to entertain, or outside interests that help with your wellbeing we’re committed to our Ways of Working (WOW) with each other so we can continue to be our best.

**You belong**

We recognise that everyone’s story is different. The opportunities, experiences and challenges faced in life shape who we are, and we understand that these are the things that make us individual and unique. Embracing our differences means we’re able to approach what we do from every angle.

Inspiration and insight can come from anywhere, and no matter your history or choices in life, we empower our people to be their best, so we can be our best, together. **We welcome the whole you.**

**come the whole you.**