

## ▶ VACANCY – CLAIMS EXECUTIVE – PERSONAL INJURY



The Shipowners' Club is a mutual insurance association based in the City of London. We offer Protection & Indemnity (P&I), Legal Costs Cover and associated insurances to smaller and specialist vessel owners, operators and charterers around the world. Building on over 160 years of experience, the Shipowners' Club provides tailor-made insurance packages for each operator according to their particular need.

We have a fantastic opportunity for an ambitious and hardworking Claims Executive to join us in our friendly and highly respected **Personal Injury team**. The successful candidate will be an enthusiastic and quick learner who will have a desire to develop a career in a supportive and successful P&I Club. Candidates with experience in a **P&I Club** or from a recent **Personal Injury legal role** are ideal, but very importantly, candidates must be genuinely interested in Shipping and want to specialise in Personal Injury/illness in an insurance company!

In return we offer opportunities to study for professional qualifications, be mentored by our experienced team, work to become a specialist in Personal Injury/illness and of course, work with a great team who are looking forward to welcoming a new member of staff into the Club!

We also have a hybrid working model (minimum 2 days in the office / 3 days remote).

If interested in this role, please send us your **CV and covering letter** outlining why you would be suitable for this position and your salary requirements to [recruitment@shipownersclub.com](mailto:recruitment@shipownersclub.com)

*We recognise the business benefits of having a diverse and inclusive community. We all have something unique to bring to the table and by embracing those differences we seek to build and maintain an environment which attracts and values diversity and where everyone can develop their talents and be themselves. For us, diversity and inclusion goes above and beyond focusing on protected characteristics – we want all our colleagues to bring 100% of themselves to work. With a happy and engaged workforce we all strive to work together to be the best that we can be for the mutual benefit of ourselves and our Members.*

### **Overall responsibility of the Role:**

To provide sensitive, responsive, imaginative and cost-effective claims handling and general support to members and brokers with claims issues.

### **Role Responsibilities:**

1. To manage proper handling of own claim files, including file husbandry in accordance with current claims procedures manual.
2. To maintain accurate estimates on each file in accordance with the Club's estimating philosophy and to investigate the cause of each claim.
3. To prepare reports including; agenda notes, notification to reinsurers, club circulars etc.
4. To report in writing notification of high potential, large claims (exceeding US\$200,000) to SPL directors, Department Managers and the relevant underwriter.
5. To report to, and assist Loss Prevention Department, the Syndicate Manager - Claims and the relevant underwriter where a claims trend or problem vessel is detected.
6. To share knowledge, information and experience across the claims team and department as a whole, including assisting the Knowledge Manager in gathering information for My Claims.

7. To develop the skills and knowledge required for the effective performance of the role by participating in and actively contributing to training and development activities.
8. To work with underwriters to identify, attract, develop and retain business for the mutual benefit of the club.
9. To assist the Syndicate Manager – Claims and Deputy Manager with or take the lead with ad hoc club projects.
10. Where appropriate, handle Legal Costs Cover (LCC) claims allocated by the LCC Manager or Head of Claims and assist the LCC Manager with general legal queries and tasks in relation to Legal Costs Cover, as may be required to be completed by the team from time to time.

**Experience Required:**

- 1-year PQE preferable with exposure to Personal Injury/illness
- **Or** P&I Club Claims experience
- Law degree or equivalent

**Candidates must be eligible to work in the UK.**

*Due to the large numbers of responses we receive, it is not possible to respond to every application. Therefore only short-listed candidates will be contacted for this particular role and if you haven't heard from us within 3 weeks please assume you have been unsuccessful on this occasion.*

**No Recruitment Agencies please.**