



Job Description

Job Holder:

Job Title: Producer Compliance & Licensing Manager

Division: Compliance

Reports To: As per Beazley's organisation chart

Key Relationships: Compliance team, Underwriting Management teams, Underwriting teams, I.T. Project teams, Finance teams, UK Coverholder Operations team

Job Summary: This position is part of the U.S. Regulatory & Compliance Group (R&C). The Producer Compliance & Licensing Manager is responsible for directing the day to day process of Broker Compliance in the U.S., resulting in reduction of overall risk and exposure from non-compliance. Work with various business areas to implement any effective means possible of ensuring compliance in this area.

FLSA: Exempt

Key Responsibilities:

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- Identify compliance needs relating to various state regulatory guidelines as they pertain to broker management; direct compliance efforts to resolve gaps in current process pertaining to licensing, appointments/terminations and broker agreements;
- Interact with various key individuals/departments to develop solutions appropriate for various business areas, document and post written procedures, implement procedural changes, and provide resource assistance as issues arise;
- Broker Agreements – work to improve and maintain process to ensure due diligence is performed and broker agreements executed prior to transacting business;
- Broker Relationships – interaction with brokers and principals regarding necessary action required to be in compliance with regulations as they apply to the transacting of business;
- Drive broker data related aspects of IT projects, including enhancements and improvements by serving as point person on implementation of the broker management system across business lines;
- Manage control of broker data within the various systems to ensure accuracy and continuity;
- Serve as subject matter expert on issues related to surplus lines licensing and taxes;
- Conduct training for new employees on broker management systems and procedures;
- Support employee licensing function including working with affected employees to track licensing coursework and maintenance of existing licenses;
- Manage producer licensing aspects of monthly bordereau, including special handling requirements and coordinating with US and UK compliance to resolve outstanding questions;
- Identify and perform select legal research as necessary to support the above initiatives;
- Serve as point-person to respond to questions from Internal Audit regarding broker information;
- Insurance Department Relations, including Market Conduct as relates to broker information;
- Provide support to the organization consistent with the job functions applicable to this position;
- Other duties as deemed appropriate.
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General

At Beazley we are committed to doing the right thing because it is the right thing to do. It is important that within all your interactions both internally and externally you adhere to this principle through adoption of Beazley's core values and behaviours – PIED and Being Beazley.

- Adopt the Beazley culture of Professionalism, Integrity, Effectiveness and Dynamic that contributes to an internal environment of teamwork and promote a positive brand image and experience to our external customers.
- Comply with Beazley procedures, policies and regulations including the code of conduct. Undertake training on Beazley policies and procedures as delivered by your line manager, the talent management or assurance teams (compliance, risk, internal audit) either directly, via e-learning or the learning management system.
- Display business ethics that uphold the interests of all our customers.
- Ensure all interactions with customers are focused on delivering a fair outcome, including having the right products for their needs.
- Comply with any specific responsibilities necessary for your role as outlined by your line manager, talent management or assurance teams (compliance, risk, internal audit) and ensure you keep up to date with developments in these areas. This may include, amongst others, Beazley's underwriting control standards, Beazley's claims control standards, other Beazley standards and customer relationship management.
- Carry out additional responsibilities as individually notified, either through your objectives or through the learning management system. These may include membership of any Beazley committees or working groups.

Personal Specification:

Education and Qualifications

- Bachelor's Degree or relevant insurance training;
- Minimum of five (5) years' experience in insurance, specifically broker compliance.

Skills and Abilities

- Ability to interact and work collaboratively and constructively with various people at various levels within the organization and with regulators at the various departments of insurance;
- Ability to manage multiple priorities;
- Able to prioritize work;
- Ability to be flexible;
- Work as a team player;
- Excellent verbal and written communication skills.

Knowledge and Experience

- Knowledge of all Microsoft Office applications;
- Experience working with insurance brokers and regulators.

Aptitude and Disposition

- Outcome focussed, self-motivated, flexible and enthusiastic
- Professional approach to successfully interact with senior management/ colleagues/ external suppliers
- Diplomatic

Competencies

- Problem-solving
- Decisiveness
- Customer-focused
- Influencing others
- Team work
- Self-starter
- Analytical thinking
- Managing resources effectively
- Technical competency and expertise

This document is subject to review after consultation with your Manager.