

Message from the CEO

“I am honored to lead the Municipal Association of Victoria (MAV) on the transformative journey ahead as we work to realise the aspirations outlined in our new MAV Strategic Plan for 2024-2027.

Our vision is to be a nation leading organisation for the Victorian local government sector in strategic foresight, policy and research, leadership and governance, service design and advocacy impact.

Our purpose is to enable action that supports Victorian councils to create cities and regions, towns and communities that are thriving, inclusive and resilient.

The MAV has positioned itself at the forefront to lead the local government sector, embracing the leadership challenge presented by unprecedented technological, economic, environmental, and social changes. Our commitment is unwavering as we strategically lead and strengthen councils, serving as the authoritative voice for the Victorian local government Sector.

Our new team will seek and embrace opportunities for growth aligned to the perspectives of our stakeholders and ensure that our strategic direction is not only visionary but also deeply rooted in the needs and aspirations of those we serve.

The heart of our strength lies in the knowledge and expertise of councils in every region of Victoria. Together, we will build resilience, address climate change, and create a future where all our communities thrive.

I look forward to the shared achievements and successes that await us.”

Kelly Grigsby

CEO, Municipal Association of Victoria

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Principal Advisor, LMI Scheme Performance

Position Snapshot

Be bold and creative in this rare opportunity to join the MAV as the Principal Advisor, LMI Scheme Performance to support the MAV's delivery of a public liability and professional indemnity mutual insurance scheme to the local government sector.

As the Principal Advisor, LMI Scheme Performance, you be responsible for providing expert advice to the General Manager, Insurance, and other executives within the MAV, on the performance of the LMI scheme. In addition to this, you will provide support in the oversight of the contract management with its largest provider, assist in the placement of the scheme's reinsurance program, and assist in the management of the scheme's core administration (including finance).

You will also drive enhancement to the analytics on the scheme's claims performance and work with the scheme's actuaries to better understand its financial position, key sensitivities and develop practical strategies to improve its financial and operation performance. You will possess, or demonstrate the capacity to develop, an understanding of the local government sector's key liability risks, emerging risks and how these can effectively be mitigated.

The Principal Advisor, LMI Scheme Performance will support the General Manager in the development and implementation of a reinsurance strategy, including the oversight of the reinsurance placement of around 20 internationally based reinsurers. You will also exhibit commercial acumen in assisting the management of the scheme's various vendors.

Working with key vendors to the scheme, including the service provider (currently JLT Risk Solutions Pty Ltd), the actuaries, auditors, custodians, investment advisors, investment managers) and your MAV Insurance peers, you will develop a deep understanding of the scheme and its operations, drive improved scheme performance and work with the scheme's insureds to improve its risk profile and performance.

Your Sphere of Influence and Key Relationships

Reports to	General Manager, Insurance
Internal	MAV Board MAV Insurance Board Executive Team Senior Management Team MAV Staff
External	Councils and other insurance scheme members Service Providers and Consultants, specifically JLT Risk Solutions Pty Ltd, scheme actuaries, investment advisor, investment manager and legal panel

Direct Reports

Nil

KPIs 2024 – 2025

Your First 12 Months

To be successful in your first 12 months you will need to focus on and move forward with the following key priorities:

- Develop a deep awareness of the MAV, the community, the challenges and the opportunities associated with the MAV's operation.
- You will have designed and implemented improved performance monitoring systems on the LMI scheme's claims which assist in the identification of claims trends and informs risk mitigations.
- You will have met with represents of the MAV's reinsurance markets and developed an awareness of market, key reinsurance renewal strategies and objectives.
- You will understand the linkages between the claims data, the sensitivities and the methodologies and approaches of the scheme's actuarial valuations.
- You will provide informed perspectives on the risk management program delivered by the scheme's service provider.
- Developed an appreciation of the MAV and the LMI scheme's key governance frameworks and regulatory context.
- Developed key relationships with the scheme's member base.

Vision for MAV 2027

We are passionate about attracting the right people with the right personal attributes to inspire staff to stay focused on the vision.

Your Personal Attributes

Competencies

- Strategic thinker – you are able to create and articulate a shared vision that inspires and influences staff and local government stakeholders to achieve the MAV vision.
- Innovator – you are able to foster a creative and dynamic environment that facilitates innovative problem solving and drives efficiencies, a high-performance culture and excellence in service delivery.
- Communicator – you are able to develop and maintain positive relationships with key stakeholders and create a culture of proactive, inclusive, respectful and courageous communication. You also have a high degree of political acumen and approach all situations and relationships with a clear perception of the political context and reality.
- Change agent – you are agile and comfortable with change and you are able to engage, lead, support and motivate staff through change to achieve benefits for the organisation and the community.
- Quantitative analysis – you have a love of the power of data to inform decision-making and provide compelling business insight and actionable strategies.
- Team player – you strongly lead and support a collaborative culture and you are able to motivate, empower and challenge staff to work as part of dynamic teams to achieve great things for the sector.

Qualifications

- Relevant tertiary qualifications in a related field and preferable additional studies in economics, business, insurance, law or other related discipline

Experience

- Experience in public liability and/or professional indemnity insurance across underwriting, broking or claims is preferable but not mandatory.
 - High level contract management skills and demonstrated experience in managing complex and high-valued contracts.
 - Experience in collecting, managing and analysing business data. An exposure to and understanding of actuarial methods for long-tailed insurance lines is preferable but not mandatory.
 - An ability to research, analyse and provide clear written and verbal advice and briefings on relevant issues, including preparation of written briefings, submissions and reports to senior management and the MAV Insurance Board.
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Specialist skills and knowledge

- Knowledge of actuarial techniques and methodologies advantageous but not required.
 - Knowledge of the Australian Financial Services Licence compliance framework as it applies to insurers and operators of unregistered managed investment scheme advantageous but not required.
 - Knowledge of liability claims analysis and performance assessment.
 - Knowledge of reinsurance market dynamics and placement beneficial but not required.
 - Commercial and financial acumen
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Your Key Responsibilities

Strategic

- Assist in driving the strategic direction for the Insurance Unit aligned to the MAV's vision that enhances the sustainability, growth and liveability of our communities.
 - Establish a strong professional network with insurance scheme members and current vendors and leverage these to the strategic advantage of the MAV and local government sector.
 - Apply understanding of the political, social and legal environment and organisational context of the MAV.
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Corporate

- Live the MAV's values and management behaviours, at all times setting a strong example for the broader MAV Team.
 - As part of the Insurance Unit inspire an organisation culture that rewards innovation, continuous improvement and service excellence.
 - Work across the organisation to secure cross-unit cooperation and collaboration to achieve best value for money and high-quality outcomes for the community.
 - Build a community-first focus that encourages positive and proactive communication and interaction with all community members and stakeholders.
 - Represent the MAV at formal functions and events on all occasions ensuring a high and appropriate public profile.
 - Develop the necessary skills and capabilities to act as a responsible manager under the MAV's AFSL
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Unit	<ul style="list-style-type: none"> • Create interdependencies within the Insurance Unit, its service providers and across the broader organisation to ensure inclusive, aligned and connected delivery of the MAV Strategic Plan and MAV Insurance Strategic Plan. • Anticipate challenges and opportunities and lead an effective response to enhance the health, sustainability and liveability of the communities the local government sector serves. • Provide consistent and thoughtful leadership to the Insurance Unit to enable teams to excel in their activities and functions.
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Shared Organisational Responsibilities

Safe Workplace	<ul style="list-style-type: none"> • Undertake responsibilities in line with the Occupational Health and Safety policies, procedures, training, and instruction, employees are responsible for ensuring that they: <ul style="list-style-type: none"> • Follow reasonable instruction; • Cooperate with their employer; and • At all times, take reasonable care for the safety of others in the MAV workplace.
Policies and Procedures	<ul style="list-style-type: none"> • Undertake responsibilities in line with all MAV and MAV Insurance policies related to the position including: Workplace Behaviours, Record Keeping, Procurement, Staff Management and Community Engagement.
Legislative Framework	<ul style="list-style-type: none"> • Complete responsibilities of this position in line with the relevant legislation for which the Unit is responsible. • Ensure all relevant legislation, standards, and codes of practice are identified, monitored and reviewed for all sections of the Unit.
Risk Management	<ul style="list-style-type: none"> • Adopt a proactive risk management approach to all MAV activities that the Unit is responsible for. • Create an environment where managing risk is accepted as the personal responsibility of each employee.

Inherent Requirements of the Position

The below lists the demands and work environment more often than not in order to perform the essential functions of the position:

Office Duties	<ul style="list-style-type: none">• Sitting at a workstation on an adjustable office chair, general office-based work, using a computer for up to one hour at a time, followed by a break.• Includes general office based work such as handling files, various paperwork, attending phone calls and customer enquiries.
Driving	<ul style="list-style-type: none">• Required to drive private/rented vehicle.
Other	<ul style="list-style-type: none">• Driving private/rented vehicle/s whilst carrying out the responsibilities of the position.• Current passport and capacity to travel internationally• Capacity to meet the ASIC's responsible manager requirements either at inception with the role or following a period of professional development

Pre-employment Requirements

National Police Check

National Personal Insolvency Index check

ASIC banned and disqualified check

Verification of Qualifications and Training

Valid Victorian drivers' licence

Selection Criteria

Your application for this position should address the points listed under 'Your Personal Attributes' which are the Competencies, Qualifications, Experience and Specialist Skills and Knowledge you will need to succeed as the Principal Advisor, LMI Scheme Performance.

People & Capability – Internal Use Only

Position Number(s):

PD Current as at: April 2024