



Job Title: Senior Executive, Regulation and Policy Development

Reports to: Regulation & Policy Development Manager

Location: 5 Harbourmaster Place, IFSC, Dublin / Hybrid

Job Description

PURPOSE:

To support the Insurance Ireland Regulation & Policy Development (RPD) in the delivery of a high-quality service & support to members and stakeholders, through project and administrative support as required.

ACCOUNTABILITIES

The main duties/responsibilities associated with this role are as follows:

- Schedule and administer Insurance Ireland working group and committee meetings as required.
- First point of contact for members raising regulatory & membership related queries, ensuring appropriate follow-up in a timely manner
- Support the RPD Team in researching policy topics and drafting policy positions and member communications.
- Manage any required data request from members and collate answers into a usable format.
- Own and deliver collating of information for regular communications.
- Manage, update and improve our CRM/database and take ownership of the process for the organisation.
- Undertake all duties in line with Insurance Ireland's policies and procedures and all its legal obligations.
- Undertake such other duties as may reasonably be required by Insurance Ireland including provision of cross team support as required.

KNOWLEDGE/SKILLS

Essential:

- Professional level education or equivalent practical experience.
- Able to work independently and in a team.
- Well-developed administrative, organisational, time management & planning skills that deliver quality work in line with tight deadlines.
- Excellent attention to detail.
- Excellent written and verbal communication skills and the ability to communicate with people at all levels.
- Able to create and support productive working relationships working collaboratively both internally and externally.
- Personal drive and integrity and able to demonstrate initiative when managing issues and projects.

Desirable:

- An interest in understanding/learning about financial services policymaking in Ireland and EU.



- Understanding of the value add a trade body brings, inputting ideas for process and value improvements.

Benefits package includes:

- Competitive basic remuneration
- Discretionary bonus
- Flexible working options, including up to six weeks per annum from alternative location
- Bike to work scheme/Travel to work scheme
- Company Pension
- Group Death in Service/Income Protection policy

Please send CV and cover email to: careers@insuranceireland.eu