

As a Risk and Insurance Specialist you will provide technical guidance, interpretations, and training on contractual risk transfer to reduce and mitigate Airports Authority risk exposure.

JOB DESCRIPTION

- Risk and Insurance Specialist
- This is a non-career, term job.
- Works under the general supervision of the Risk Management Department Manager.
- Serves in the Risk Management Department of the Office of Human Resources and Administrative Services at the Headquarters Office or Washington Dulles International Airport.

Provides technical advice, interpretations, guidance, and training on contractual risk transfer and other risk management related issues affecting internal and external customers of the Airports Authority Aviation and Dulles Corridor Enterprises. Performs related functions.

GENERAL RESPONSIBILITIES

- Leads the development and implementation of contractual risk transfer strategies for contract solicitations and other agreements entered into by the Airports Authority.
- Develops and maintains a Contractual Risk Transfer Policy to comply with the Airports Authority Contracting Manual.
- Establishes contractual insurance requirements that accurately reflect organizational goals and risk of loss exposure issues to protect the financial interests of the Airports Authority.
- Reviews pre-solicitation documents and performs a risk assessment to identify appropriate contractual risk levels and assigns types of insurance coverages and limits required for the exposures based on the risks associated with the performance required of outside parties by the contract.
- Participates in pre-proposal meetings to explain the established insurance requirements for the solicitation.
- Provides consultation and interpretation on contractual risk transfer language development with Office of General Counsel, Contracting Officers, Airports Authority Broker of Record, Contractors, and outside insurance brokers.
- Ensures consistency of contractual insurance language across all business enterprises.
- Provides training to Contracting Officers, Office of Audit, and other Airports Authority personnel on contractual insurance language and certificates of insurance.
- Maintains the Aviation and Rail Owner Controlled Insurance Program Manuals and addresses contractor questions on the Airports Authority provided insurance coverage.
- Conducts research to include reviewing leases, contracts, and agreements to identify Airports Authority potential exposure to liability.
- Works with Contracting Officers prior to contract award to verify that the contractor has met the established contractual insurance requirements.
- Reviews Certificates of Insurance and/or other insurance documents supplied by Contracting Officers and Office of Audit to verify contractor compliance with Airports Authority's

contractual insurance requirements; analyzes contractual risk levels and recommends modifications to insurance requirements.

- Uses Risk Management Information System to monitor and track Signatory Air Carrier contractual compliance with the Airport Use Agreement and Premises Lease.
- Performs other duties, as assigned.

QUALIFICATIONS

- Five years of progressively responsible experience in developing and establishing contractual insurance requirements and reviewing evidence of insurance for contractual compliance.

KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of contractual risk transfer, the contractual process, and contractual insurance requirements and the ability to minimize organizational risk exposure.
2. Knowledge of and ability to apply property and casualty insurance legislation, regulations, policies, and procedures; and knowledge of precedent decisions concerning tort and personal property claims as it relates to contractual insurance requirements and compliance.
3. Ability to perform detailed analyses of data and information and make recommendations.
 - Skill in written and oral communication.
 - Ability to speak and write effectively, with emphasis on negotiation and persuasive techniques.
 - Skill in using a computer and office suite software, with emphasis on an automated risk management information system.

PREFERRED QUALIFICATIONS

- Experience in risk management for a busy commercial airport, public entity, or similar environment.
- Associate in General Insurance (AINS) designation with American Institute for Chartered Property Casualty Underwriters or an equivalent designation.

EDUCATION

- A Bachelor's Degree in Risk Management, Business Administration, or an equivalent combination of education, experience, and training that totals four years.
- A fully equivalent combination of education and training beyond what is needed to satisfy the education requirement may be used to substitute for up to two of the five years of experience.

CERTIFICATIONS AND LICENSES REQUIRED

- A state driver's license in good standing.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress and upon completion for quantity, quality, timeliness, teamwork, customer service, and other factors.