

<b>Job No: XX</b>	<b>Job Description</b>	 <b>Waste Management</b>
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<b>Job Title:</b>	Senior Corporate Commercial Specialist
<b>Primary Objective</b>	<p>The Senior Corporate Commercial Specialist is responsible for providing professional insurance, property, procurement and compliance advice on all matters with commercial risk and implications across Waste Management, ensuring compliance with relevant regulations, legal demands and ethical standards that affect the WMNZ activities.</p> <p>The Senior Corporate Commercial Specialist will assist in the management of the ongoing renewal and planning of insurance across WMNZ and its subsidiaries.</p>

### Key Responsibilities

- Develop a thorough understanding of and familiarity with WMNZ Insurance Brokers & Commodities Markets businesses, its people, skill lines, markets, customers, and competitors and use this knowledge in providing guidance and Insurance advice to a range of stakeholders.
- Facilitate the business objectives of WMNZ by providing practical, timely and effective insurance support while minimising potential risk.
- Review, draft and negotiate contracts (within delegations of authority approval), to ensure the operational efficiency of our transactional business.
- Obtain and maintain in-depth knowledge of Insurance, property and procurement compliance and regulatory requirements across the various WMNZ divisional teams and advise relevant stakeholders accordingly on best practice.
- Assist with managing claims, executive reporting and broker reports relating to insurance across the WMNZ business.
- Liaise with internal WMNZ regional specialist teams, including compliance, legal/risk, privacy and information security teams on company updates and policy management.
- Effectively conduct and articulate legal research on various topics relating to insurance, valuations and technical elements that could affect premiums across the WMNZ business.
- Assist in developing internal controls, governance and processes relating to the approval and signing of contracts affecting/or relating to insurance across WMNZ.
- Provide internal stakeholders with accurate and efficient insurance, property, procurement and risk advice, guidance, and technical support.
- Collect, verify, and consolidate insurance and risk information to WMNZ document management standards.
- Assist in the review of insurance policies, commercial contracts, legislative and regulatory applications, and industry developments as directed by the Corporate Commercial Manager.
- Support planning, designing, developing and submitting our annual insurance program.
- Assist with the engineering programs across WMNZ and foster cooperation with the broader insurance program by communicating the approach and adding value to the businesses.
- Manage the renewal process through providing support and documentation from RFI to renewal ensuring that policies are renewed on time and that coverage remains appropriate.
- Identify opportunities to provide insurance solutions that meet WMNZ needs and exceed their expectations on coverage and cost.
- Work closely with internal teams to manage policy administration, claims management and information to expedite processes relating to insurance, property & procurement.
- Ensure that all external stakeholder meeting interactions are accurately documented and that records are maintained per company policies and procedures and best practices.
- Manage ongoing subcontractor, property and insurance relationships with external stakeholders to maximise opportunities within the scope of work.
- Assist in developing and maintaining the Property & Insurance strategy for WMNZ, provide feedback to internal stakeholders and promote positive engagement in all interactions with external stakeholders.
- Assist with the property valuation process to meet reporting, insurance and tax obligations.

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- Assist with the capital transaction process for all property acquisitions and disposals.
- Provide guidance and feedback in relation to Fleet management and subcontractor management of all service providers across WMNZ.
- Assist regional teams with procurement, property enquires and requirements from a corporate perspective.
- Provide detailed reporting to regional GMs in relation to property, insurance, procurement and fleet performance and engage with the finance team to promote ongoing business improvement.
- Regularly engage on various projects within scope and provide detailed reporting and feedback on risk and best practices.
- Regularly engage with branch managers on best practices and expert advice on fleet, property, and insurance document management.
- Regularly update registers and documents to support annual insurance review processes.

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### **Health, Safety, Environment and Quality (HSEQ) Responsibilities**

- Know the company's vision with respect to HSEQ standards, behaviours, and performance.
- Participate in the company's safety-first culture that supports continuous HSEQ improvement and participate in company-wide programs.
- Ensure duties of care obligations are met and that your conduct in the workplace always occurs in a safe manner.
- Participate in processes regarding risk management compliance and internal controls to ensure operations and legal HSEQ risks are effectively managed and minimised.
- Participate in training to obtain the appropriate skills and experience to perform the role safely and competently.
- Always adhere to the company's policies and procedures.

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### **Sustainability**

- Understand For Future Generations (FFG) and sustainability visions, promote and support FFG environmental, Community, Customer, People, and business initiatives.
- Participate and support WM teams to identify, develop, and implement sustainability activities as well to educate and promote FFG with our customers and communities to work towards Waste Management and New Zealand's progress towards a low carbon future.
- Engage and participate in Our People FFG Goals including Diversity and Inclusion programs, WM Volunteering programs and initiatives.
- Support our business by actively considering materials recovery while performing daily tasks, including, but not limited to, minimising waste and reusing materials to maximise our resources.

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### **General Responsibilities**

- Advance the company's vision, mission and values in all dealings and decisions and translate the formation of the company's culture.
  - Implement and participate in Human Resource systems and initiatives to effectively resource the business and meet strategic objectives.
  - Develop strategies, plans and allocate resources to ensure corporate governance.
  - Implement strategies and manage standards to achieve effective customer service for internal and external customers.
  - Comply with all statutory obligations.
  - Undertake any other duties, accountabilities and responsibilities as directed.
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### **Skills, Knowledge, Experience & Qualifications**

- Bachelor's degree in business (Finance or Accountancy Major) or Law
- Minimum 2 years' experience as a financial/insurance advisory position within a consultancy environment
- Minimum 2 years' experience managing the insurance renewal process.
- Previous procurement experience
- Ability to manage multiple priorities to meet agreed deadlines.
- Well-developed analytical and problem-solving skills.
- Strong knowledge of insurance products and services.
- Excellent communication and interpersonal skills
- Strong relationship and conflict resolution skills and experience.
- Analytically minded with the ability to analyse complex information, evaluate risk
- Proficient knowledge of Microsoft suite of products
- High standards of attention to detail, accuracy, and precision.
- Intermediate negotiation and mediation skills.
- Ability to appropriately manage projects.
- Excellent research, analytical and interpretation skills of complex material.

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### **Our Values – Ngā Kai Ngākau**

- Safety – Haumarutanga. Safety is first in everything we do
  - Service – Ratonga. We keep our promises.
  - Sustainability – Toitūtanga. We are all responsible to future generations.
  - Innovation – Auahatanga. We execute great ideas well.
  - Together – Mahi ngātahi. He waka eke noa – One boat – same direction.
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Employee Name:

Employee Signature:

Date:

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