

## **Director of Risk Management, Sony Pictures Entertainment -205608-033**

The purpose of the Director Risk Management position is to have a broad grasp of the Risk Management function. This person should be a forward thinker, capable of analyzing the existing Risk Management program, policies and approach to managing risk; strategically helping to drive continuous improvement. Primary Responsibility will be (1) the management and resolution of claims; (2) working in concert with other Risk Management Dept. team members and other Company departments, to manage the worldwide corporate property insurance program.

Assisting in the development of insurance specifications and placement of appropriate insurance cover to mitigate risk and provide solutions to the everyday challenges faced by the group.

### **Manage and resolve Workers' Compensation claims**

The Director oversees the gathering and reporting of information related to a job-related injury to an employee from the medical department or from the claimant to the insurance company; answers any questions from the claimant, his or her supervisor, the People and Organization department or the insurance company regarding the claim; provides information, as needed to the insurance company; and follows up on disability status and provides updated information to the insurance company. In conjunction with Legal, the Director is involved in the negotiation and settlement of claims, and oversees the claim until resolution. The Director also works with the Safety Department to suggest steps to improve safety and minimize claims. The Director also conducts bi-annual or annual claim reviews and gives educational presentations to the People and Organization and Medical departments regarding changes in workers' compensation laws and practices.

### **Manage and resolve Production claims**

The Director meets with Production personnel (including Production Accountant and Production Executives) to gather and provide information and documentation related to time element losses as well as physical damage and/or destruction of Production Property to the insurance company and insurance adjuster; meets regularly with Production personnel to discuss the claim and work towards resolution of the claim; negotiates with insurance representatives to resolve the claim. For claims below the insurance deductible, the Director works directly with Production personnel to resolve the claim. If there is any subrogation potential, the Director is responsible for filing a claim for reimbursement against the responsible party and its insurance carrier. The Director also prepares an Outstanding Claim Summary Report for Production executives.

### **Manage and resolve automobile liability and physical damage claims**

Working closely with the Transportation Department and Production office and executives, the Director oversees the gathering of documentation regarding the incident and reports it to the proper insurance company(s). The Director works directly with the insurance adjuster to resolve the claim; negotiates with the insurance company to settle the claim; and pursues subrogation against the responsible party for physical damage claims. The Director also conducts bi-annual or annual claims reviews.

### **Manage and resolve general liability claims**

The Director gathers documentation and information regarding the claim and reports it to the insurance company; works directly with the Legal Department for those claims in which litigation is involved and the insurance adjuster; provides additional information as needed to resolve the claim; and negotiates with the insurance company to settle the claim. If another party is involved or responsible for the damage, the Director works directly with them or their insurance company to obtain reimbursement for the Company's loss. The Director also conducts bi-annual or annual claims reviews.

### **Manage and resolve property and financial claims**

The Director reports claims to the Company's insurance broker and independent insurance adjuster; works directly with the adjuster and the company's personnel (including the Accounting Department) to gather information relevant to the claim; negotiates resolution of the claim and obtains reimbursement if a third-party is involved.

### **Manage Property Risks Worldwide**

The Director oversees and maintains current records detailing the identification, construction, occupancy, protection and exposures to loss of all Company-owned property (or property in the course of construction) such as buildings, FF&E, office machinery, inventory, computer equipment, tenant improvement, or such similar property that the Company has assumed a contractual responsibility to insure by location, on a worldwide basis, including Production property not being used on a production such as sets, props and wardrobe; working with appropriate Company Departments and executives, the Director maintains up-to-date asset valuations of all such property at a minimum annually; continuously monitor changes in such exposures, reporting changes to the insurance company consistent with the insurance policy terms and conditions; working with other Risk Management team members, the Director works collaboratively to develop Property insurance specifications and the placement of cost effective coverages participating in the review of insurance quotations, binders and policies received which effect coverage from the insurance company(ies); and verify accuracy of annual summary of insurance provided by placing broker.

#### **Required Skills:**

- Certification/Licenses: Associate in Risk Management ("ARM") Designation
- Risk Management Process
- Broad Property and Casualty underwriting/claims and regulations
- Entertainment Industry is desirable
- Proficiency in using Microsoft Office Suite of software applications (e.g. WORD, EXCEL, and POWER POINT);
- Strong negotiation skills; and
- Good interpersonal skills.
- Effectively settle claims with insurance companies;
- Effectively communicate with Company Management and Departments, claimants, insurance companies, etc;
- Be analytical, forward thinking and strategic
- Ability to set priorities and be highly organized.
- Deal with all levels of personnel from Executives to Assistants.

If you are interest in this career opportunity please apply at [www.SonyCareers.com](http://www.SonyCareers.com) ; **Director of Risk Management, Sony Pictures Entertainment -205608-033**