

## POSITION SPECIFICATION

---

<b>Position</b>	Director – HR & Organizational Development
<b>Company</b>	Nuclear Electric Insurance Limited (NEIL)
<b>Location</b>	Wilmington, DE
<b>Reporting Relationship</b>	SVP Corporate Services, General Counsel and Secretary
<b>Website</b>	<a href="https://www.myneil.com/">https://www.myneil.com/</a>

## COMPANY BACKGROUND

---

### **The Company:**

Nuclear Electric Insurance Limited (NEIL) is a Company of 80 employees that insures electric utilities and energy companies in the United States and internationally for the costs associated with certain long-term interruptions of electricity supply and damages to insured sites, decontamination expenses incurred at such sites arising from nuclear contamination, any other risks of direct physical loss at such sites, and certain premature decommissioning costs. NEIL also supports its members with conventional, builder's risk, cyber and excess liability coverages. The conventional, non-core business is a growth opportunity for NEIL.

### **Culture:**

NEIL traces its roots to 1973 and the formation of Nuclear Mutual Limited (NML) in Bermuda by a group of U.S. electric utilities as an alternative to the commercial nuclear insurance market. The company has grown tremendously since its formation and issuance of the first property policies. NEIL currently issues property policies with limits totaling up to \$2.75 billion, along with business interruption coverage of approximately \$490 million. NEIL also has a large ceded reinsurance treaty of \$1.25 billion in support of the risks it covers, supported by markets in Europe, London, Bermuda and the U.S. NEIL was formed in 1980 in response to the accident at the Three Mile Island Nuclear Station. In late 1998, the company expanded its operations to insure approved overseas nuclear power plants and formed NEIL Overseas in Ireland.

In 2001, NEIL expanded its insurance product lines and began to provide conventional insurance coverages to its members. NEIL members, which are comprised of the largest electric and multi-utilities companies in the United States, own and control NEIL, hold all the rights to vote for the election of the directors, have rights to policyholder distributions as declared by the company, and share in the company's assets upon liquidation. Each member has one member's representative to represent it and vote on its behalf. NEIL has about 52 members and provides some form of insurance for all nuclear power plants in the United States. In addition to NEIL Overseas, NEIL also has a wholly-owned operating subsidiary named NEIL Services, which performs engineering, loss control and claims functions on behalf of NEIL. NEIL Services conducts periodic plant evaluations, provides claims management services, and serves as NEIL's primary claims adjustment consultant for nuclear claims. NEIL has a clearly defined culture that responds to its member ownership structure. Due to the type of risk it insures, NEIL has relatively few claims. The membership is collaborative, sharing best practices for risk management and utilizing NEIL as a conduit for collaborating.

NEIL is A.M. Best rated “A (Excellent)” and has a surplus in excess of \$4 billion

## THE ROLE

---

Reporting to the SVP Corporate Services, General Counsel and Secretary this individual leads the human resources, organizational/employee development, and office administration functions; oversees policy and administration of staffing/recruiting including both short and long-term staffing strategies, employee relations, personnel record retention, HR legal compliance, compensation and benefits. Responsible for the development and administration of personnel policies and procedures, pay, promotions, and job classification structure, and programs for organizational development, safety, health, and morale. Accountable for Company facilities and office management and the Company’s internal travel function.

### Key Responsibilities:

- **Employee Relations:** Review and interpret and apply company policies and procedures; work with Leadership Team, Managers, and Supervisors, internal and external counsel on activities specific to employment law; investigate concerns; counsel and recommend appropriate actions to senior management and employees that result in optimal outcomes for the Company.
- **Benefits:** Review and establish benefit plan direction for all active employee medical plans; review and establish benefit plan direction for all retiree benefit plans; responsible for the oversight of the Company's benefit governance process; in coordination with the accounting department, create the annual benefit costs to be incorporated into the company's expense budget. Review and negotiate annual benefit rates; review, analyze and recommend benefit Plan changes.
- **Performance Management:** Execute the annual performance management cycle and ensure deadlines are met; ensure performance objectives are established for all employees; facilitate rating normalization meetings for employees on a semi-annual basis; benchmark current performance management tools and processes to ensure they are among best practices.
- **Compensation:** Develop annual compensation costs to be incorporated in the company's expense budget; execute merit increases and bonus payouts annually; ensure all promotions, adjustments and bonus payouts are accurately administered through the payroll system; review compensation “system” and all jobs against the market place biennially; execute executive compensation and bonus payouts and Plan distributions; administer all Company qualified and non-qualified pay Plans; administer Board of Directors' non-qualified plan including payment and distributions process.
- **Organizational Development:** Facilitate the administration of the Company’s Leadership Development processes and activities, including the NEIL Leadership Academy; provide employee development programs regularly; recommend learning/development/education opportunities, both internally and externally and support organization-wide learning for management and staff employees; support and encourage the implementation/application of new learnings.
- **Staffing:** Strategically review headcount and staffing levels to determine recruiting efforts; meet with hiring department to determine needs; actively recruit for vacant positions directly or through third party sources (contingency, retained and exclusive search firms); administer relocation policy; prepare offer of employment upon analysis of internal comps; ensure new employee orientation is current and delivered on a timely basis.
- Serve as prime contact/interface within the organization and with Members when called upon.
- Stays current with HR regulatory environment; assist SVP - General Counsel with managing HR risk; administer and maintain a comprehensive set of controls designed to mitigate risk within the HR function.

## **LEADERSHIP CHARACTERISTICS/PERSONAL ATTRIBUTES**

---

### **Understand the Business**

Understand key drivers of the business and actively participate in strategic planning. Has the desire for and capacity to develop a deep understanding of the Company's priorities and their underlying drivers. Must be an excellent People advocate, with broad knowledge across all areas of HR and adept at translating business strategies into actionable strategies and objectives.

### **Change Management**

Act as an advocate for business and organizational change. Identify change solutions to effectively manage and drive enterprise-wide change initiatives. Monitor change process changes and provide Leadership Team with on-going feedback on their effectiveness. Ensure change initiatives ultimately results in a positive impact on organizational performance.

### **Relationship Management, Teamwork and Collaboration**

Must understand the NEIL culture and support strategies to achieve success across segments and across geographies. Strong ability to develop and maintain excellent relationships at all levels of the organization. Must be a team player. Balances team and individual interests; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit and collaborative culture; puts success of team above own interests; builds individual engagement and group commitment to goals and objectives; propagates a servant-leader mentality within the HR function.

### **Leadership and Navigation**

Demonstrate leadership within the executive/senior team as well as overall in the company. Must have a great balance of strategic and tactical skills. Leads others through a service orientation and enables success; recognizes accomplishments and gives credit to all team members.

### **Relationship Management**

Develops strong, trusting relationships with internal customers (i.e., peers, managers, and employees at all levels); manages difficult employee situations; maintains an on-going understanding of employee needs and responds promptly; solicits employee feedback; responds to requests for service and assistance and drives an employee-responsive culture across the HR function; meets commitments. Builds relationships with all employees and is a trusted advisor that individuals are comfortable consulting with. Successful and impactful relationships as a member of the senior leadership team and key advisor.

### **Communication**

Able to develop robust communications plans for the Company, ensuring that employees understand key strategies, policies, and expectations. Possesses influencing skills that command the respect of the peer group, the broad employee groups, and executives throughout the corporation. Must be able to market ideas to a diverse leadership team. Speaks clearly and persuasively in positive and negative situations; listens and obtains clarification whenever necessary; possesses strong presentation skills; writes clearly and informatively; shares information and keeps coworkers abreast of issues as needed

### **Managerial Responsibility**

Provides regular feedback to others; supports the actions and decisions of direct reports; helps direct reports learn from their mistakes; shares ownership for successes and failures of the group; acts and empowers others to act by removing obstacles; resolves issues when they occur and settles conflict

constructively.

**Strategic Thinking**

Develops strategies to achieve organizational goals; understands company's strengths and weaknesses; analyzes market and competition; identifies external threats and opportunities; adapts strategy to changing conditions. Has a long-term perspective to value creation

**Problem Solving**

Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Decision Making**

Resolute and determined to solve problems in a timely manner given information available and with an appropriate level of collaboration; decisions are high quality and respected. Can analyze and interpret data effectively; including compensation, benefits, turnover, etc. and use the data to communicate, plan, and execute.

**Getting Work Done through Influence, Persuasion and Consensus-building**

Ability to develop a diverse team, multi locations and multi disciplines. Manages people well; gets the most and best out of people and has the capacity to counsel and coach other managers on how to do the same; sets and communicates guiding goals; measures accomplishments, holds people accountable, and gives useful feedback; delegates and develops; keeps people informed; provides coaching for today and for the future.

**Evaluating and Deploying People Effectively**

Reads people accurately; diagnoses strengths, weaknesses, and potential; effectively coaches managers and employees through the process of determining what skills are required to fill a job or role; and then ensures the hiring or development of the best available person for that role.

**Focusing on Action and Outcomes**

Attacks everything with drive and energy; not afraid to initiate action before all the facts are known but does not act prematurely; drives to finish everything he/she starts.

**Relating Skills**

Warm, friendly, and interpersonally agile; easy to approach and talk to; relates well to all kinds of people; makes a pleasant first impression and builds solid relationships. At ease and relaxed; easy to talk to and get to know; listens attentively; is an open book; has a positive sense of humor; deals calmly with stress and gives people a chance to catch up. Quick to help others; has and shows empathy for others; truly cares and is concerned; goes out of his/her way for others; makes time to listen; makes allowances for those in trouble; handles critical feedback well.

**Inspiring Others**

Leads by example. Is skilled at getting individuals, teams, and an entire organization to perform at a higher level and to embrace change; negotiates skillfully to achieve a fair outcome or promote a common cause; communicates a compelling vision and is committed to what needs to be done; inspires others; builds motivated, high-performing teams; and understands what motivates different people. Colleagues seek their counsel and want them in the conversation

**Ethical Practice**

Must maintain the highest level of personal integrity and ethics. Is a person of high character; is consistent and acts in line with a clear and visible set of values and beliefs; deals and talks straight; walks his/her talk; is direct and truthful but at the same time can keep confidences

**KEY SELECTION CRITERIA**

---

- Bachelor's degree in human resources, Business Administration or related discipline. Masters preferred.
- 15+ years of experience in a fast-paced HR leadership role
- Professional HR designation (i.e.. SHRM-CP/SHRM-SCP)
- Experience working with in Insurance and or Utilities is a plus
- Think and operate like a business leader operating in the HR space with proven business and financial acumen
- Hands on, self-motivated and goal-oriented individual who is an agent for positive change and innovations
- Naturally collaborative with others, having worked to achieve organizational goals and to identify and resolve problems.

**GATTIHR CONTACTS**

---

**Jeff Kartheiser**

Managing Director

312-667-8804 (direct)

[jkartheiser@gattiHR.com](mailto:jkartheiser@gattiHR.com)**Emily Gumm**

Search Director

312-763-3007 (direct)

309-657-9051 (cell)

[egumm@gattiHR.com](mailto:egumm@gattiHR.com)