

## ARPC Position Description

<b>Role Title:</b>	Senior Manager Board Secretariat		
<b>Function:</b>	Governance and Compliance	<b>Classification broadband:</b>	EL2
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to</b> (role title):	General Manager Governance and Compliance		
<b>Direct Reports</b> (role titles):	Nil		

### Purpose of the Role (Why the role exists; how the role contributes to the ARPC's strategic objectives)

The purpose of this role is to:

- Support the General Manager Governance and Compliance in providing board secretariat support to the ARPC Board and ARPC Audit and Compliance Committee, and
- Support the CEO and Senior Executives to develop and advance insurance market policy.

### Key Accountabilities (Key activities, tasks and outcomes to be achieved)

- Role model ARPC's Values and Code of Conduct and capabilities set out in ARPC's Capability Framework

#### Board Secretariat

- Assist with the management of all board and committee communications to internal and external stakeholders. Consult and liaise with employees and board and committee members in relation to agenda items and papers
- Develop the Board agenda in a timely and effective manner for review and approval by the Chief Executive and Chair
- In conjunction with the Chief Executive and other senior management, carry out the instructions of the Board and give practical effect to the Board's decisions
- Ensure Board and Audit Committee meet statutory reporting requirements in accordance with relevant legislation
- Ensure timely provision of complete, concise and accurate Board and Committee papers that assist members in making decisions, monitoring the performance of ARPC, and providing strategic direction
- Contribute to the development, review and continuous improvement of secretariat procedures and the broader function
- Develop the board paper portal (Diligent BoardBooks) to continually improve board processes.

#### Document management and record keeping

- Manage board and committee documentation
- Ensure documents are stored appropriately and can be retrieved easily for future reference and audit purposes
- Provide accurate records of Board and Committee decisions and actions in a timely manner

#### Meetings and event management

- Coordinate arrangements for board and committee workshops, seminars, conferences, meetings, teleconferences and videoconferences (including room bookings, ICT set up, catering etc)
- Liaise with internal employees to ensure the availability of facilities and equipment as required
- Record and manage decisions and actions from board and committee meetings. This includes attending meetings and taking accurate minutes, distributing outcomes to relevant parties in a timely manner
- Report on and follow up decisions and actions arising from board and committee meetings.

#### Insurance market policy development

Provide high level strategic research, analysis and guidance which:

- Supports and informs ARPC's strategic thought leadership,
- Supports the development of strategic papers and presentations, and
- May lead to insurance market policy development.

#### Other

Lead and participate in ARPC Corporate projects as and when opportunities arise

**Working Relationships** (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Internal Relationships

- Build and maintain strong relationships with all members of the ARPC team

External Relationships

- Build and maintain strong relationships with vendors and partners

**Person Specification**

**Qualifications and Experience**

**Qualifications** (indicate whether mandatory or desired)

- Tertiary qualification in a relevant field *Mandatory*

**Experience** (minimum type and level of experience required to perform the role)

- Experience in a company secretary capacity/role and be a member of a relevant governance body such as Australian Institute of Company Directors, Governance Institute of Australia, or equivalent.
- Knowledge of insurance sector or financial services sector *Desired*
- Knowledge of highly regulated environments *Mandatory*
- Experience in economic and/or social policy development *Mandatory*

**Technical Capabilities** (skills, knowledge, technical or specialist capabilities)

- Strong written and verbal communication skills
- Excellent analytical skills with the ability to derive simple insights from complex data
- Excellent interpersonal skills with the ability to effectively negotiate and influence
- Ability to build strong relationships with various stakeholders
- Well-developed commercial acumen
- Natural application of insight, initiative and innovation
- Astute attention to detail
- Courteous assertiveness

Authorities	Limits/ Type
Financial Delegations:	As per ARPC Financial Delegations
HR Delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI):	As per ARPC DTI Response Plan

**Additional Requirements**

**ARPC Values**

- Stakeholders first
- Close collaboration
- Personal leadership
- Integrity

**ARPC Capabilities (ARPC Capability Framework)**

ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.

- Shapes strategic thinking
- Achieves results
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Refer to ARPC's intranet for detailed information on each of the capability areas.

<b>Prepared by:</b> <i>(Name &amp; position)</i>	Sonia Talwar, Senior Manager People	<b>Date:</b>	November 2020
<b>Approved by:</b> <i>(Name &amp; position)</i>	Chris Wallace, Chief Executive	<b>Date:</b>	November 2020