

## ARPC Position Description

<b>Role Title:</b>	Risk Analyst		
<b>Function:</b>	Enterprise Risk and Crisis Response	<b>Classification broadband:</b>	ARPC 4
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to (role title):</b>	Senior Manager, Enterprise Risk & Crisis Response		
<b>Direct Reports (role titles):</b>	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 ARPC and the Enterprise Risk and Crisis Response Team by:

- Independent oversight of the risk profile and risk management frameworks
- promoting and participating in the development and management of high-quality enterprise risk management practices; and
- supporting business continuity management (BCM) / disaster response and recovery (including response to terrorism incidents).

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

#### Promote and participate in the development and management of high-quality enterprise risk management practices

- Support the development, maintenance and periodical review of ARPC's Risk Management frameworks, policies and procedures.
- Together with the Senior Manager:
  - effectively challenge activities and decisions that materially affect the institution's risk profile;
  - assistance in developing, maintaining and enhancing the risk management framework; and
  - independent escalation of issues.
- Contribute to the development, enhancement and implementation of risk activities and a supportive risk culture.
- Support accurate and timely provision of risk and governance reporting.
- Monitor the data accuracy within ARPC's Enterprise Risk Management system, Protecht:
  - Ensure relevant owners update their respective *Risks, Controls, Action Plans, Contracts, Internal Audit and Media* register items within Protecht within agreed timeframes
  - Prepare relevant materials for executive Review Meeting discussions regarding the status of Protecht items
  - Develop work process flows within Protecht as required
- Provide oversight, challenge and monitoring of enterprise risks across ARPC, including coverage of fraud risk. Identify and follow up on rectification activities for unacceptable risks.
- Facilitate the incident management process from training to ensuring that incident owners report incidents on time, reviewing root cause analyses and ensuring timely remediation of control deficiencies.
- Provide risk management, BCM/DTI and related policy and procedure awareness training across ARPC, as required.
- Maintain knowledge of risk management developments and industry best practices and their application to ARPC.

#### Support BCM / disaster response and recovery

- Apply technical knowledge in risk management principles and crisis response to contribute toward the maintenance and ongoing improvement of ARPC's Business Continuity Management and Declared Terrorist Incident (DTI) Response Procedures:
  - Ensure that these procedures are maintained, regularly communicated to staff and are readily accessible by the executive Response Team
  - Support scheduled BC/DTI test exercises, including test scenario development, to provide assurance that ARPC's critical business processes and supporting systems can effectively function during any business interruption and respond to terrorism incidents
  - Update all documentation closely related to BCM and DTI, including the DTI Events and Issues Logs, Business Impact Analysis and Action Packs

#### Other

- Participate in ARPC corporate projects as and when opportunities arise.
- Cooperate with auditors
- Contribute to a safe and secure office environment
- Contribute to team corporate strategy planning sessions
- Role model ARPC's Values and Code of Conduct and capabilities set out in the ARPC's Capability Framework

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<b>Working Relationships</b> (Key stakeholders, clients, customers, suppliers, providers, consultants, etc.)
<p>Internal Relationships</p> <ul style="list-style-type: none"> <li>• Build and maintain strong working relationships across ARPC.</li> </ul> <p>External Relationships</p> <ul style="list-style-type: none"> <li>• Build and maintain strong working relationships with vendors, partners and auditors.</li> <li>• Represent ARPC professionally at industry events.</li> </ul>

<b>Person specification</b>
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<b>Qualifications and experience</b> (mandatory or desired)
<ul style="list-style-type: none"> <li>• Formal tertiary qualification in a related field with 0-2 years' experience <u>OR</u> 2+ years' relevant experience and working towards a tertiary qualification <i>Mandatory</i></li> <li>• Knowledge of insurance and/or reinsurance – <i>Desired</i></li> </ul>

<b>Technical Capabilities</b> (skills, knowledge, technical or specialist capabilities)
<ul style="list-style-type: none"> <li>• Developing knowledge and skills across enterprise / operational risk management and committed to further developing as a risk management professional</li> <li>• Knowledge of the MS Office suite including Word, Excel, Powerpoint; some knowledge of Visio preferable</li> <li>• Well-developed written and verbal communication skills</li> <li>• Analytical skills</li> <li>• Well-developed interpersonal skills with the ability to effectively negotiate and influence</li> <li>• Ability to build strong working relationships with stakeholders</li> <li>• Commercial acumen</li> <li>• Ability to interpret and apply legislative requirements</li> <li>• Problem solving ability</li> <li>• Astute attention to detail</li> <li>• Ability to work as part of a team and autonomously with minimal supervision</li> <li>• Courteous assertiveness</li> </ul>

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 Procedure

<b>Additional requirements</b>

**ARPC Values**

- Delivering for our stakeholders
- Collaboration
- Personal leadership
- Integrity

**ARPC Capabilities (Integrated Leadership System)**

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

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

<b>Approved by:</b> <i>(Name &amp; position)</i>	Roy Kiereri, Senior Manager Enterprise Risk and Crisis Response	<b>Signature and Date:</b>	December 2020
<b>CEO Approval:</b>	Chris Wallace, Chief Executive	<b>Signature and Date:</b>	