

## ARPC Position Description

<b>Role Title:</b>	Actuarial Analyst		
<b>Function:</b>	Chief Financial Office	<b>Classification broadband:</b>	ARPC 6
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to</b> (role title):	Scheme Actuary		
<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 ARPC with complex data analytics and reporting for the cyclone Pool

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

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

#### Key activities

- Develop expertise with the analysis tools used by ARPC
- Be fully familiar with the claims and policy data that ARPC receives from insurers and with how to access that data
- Prepare data needed by to support the external actuaries with liability valuations on a timely basis
- Prepare data and analysis to support the external actuaries with pricing recommendations on a timely basis
- Liaise with external actuaries and external audit as needed
- Undertake analyses as directed by the Scheme Actuary
- Comply with ARPC's Financial Risk Management principles and systems.
- Proactively identify risks and may contribute further by suggesting and developing mitigating actions and improvements

#### 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 external actuaries and vendors and partners

**Person specification****Qualifications and experience****Qualifications** (indicate whether mandatory or desired)

- Enthusiasm ability to pass actuarial exams *Desired*
- Tertiary qualification in Economics, Actuarial Studies or Statistics *Mandatory*

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

- Experience in the reinsurance, insurance industry or finance sector *Desired*
- Working knowledge of financial services (insurance, reinsurance and/or banking) *Desired*

**Regulatory Responsibilities****Public Interest Disclosure Act 2013 (PID Act)**

- ARPC staff must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.

**Privacy Act 1988**

- ARPC staff must adhere to the Australian Privacy Principles and the ARPC Privacy Policy and report any privacy breaches by any employee or contractor to the Privacy Officer (CFO) and/ or Privacy Champion (COO) as soon as they become aware of them.

**Freedom of Information Act 1982 (FOI Act)**

- ARPC staff are responsible for notifying and supporting the Information Public Scheme (IPS) Team to ensure published website Information is accurate, up-to-date and complete.
- ARPC 'owners' of website content are required to review content on their page(s) at least annually.

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

- Significant actuarial expertise coupled with energy and passion for the finance profession
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel
- Knowledge of SQL, SAS, Python, or R is desirable
- Knowledge of dashboarding software is desirable
- Ability to develop written and verbal communication skills
- Developing analytical skills with the ability to derive simple insights from complex data
- Ability to develop interpersonal skills with the ability to effectively negotiate and influence
- Ability to build strong relationships with various stakeholders
- Natural application of insight, initiative and innovation
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert
- 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
- Wellbeing

**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
- Displays/exemplifies personal drive and integrity
- Communicates with influence

<b>Approved by:</b> <i>(Name &amp; position)</i>	Gabrielle Scro, HR Advisor	<b>Signature and Date:</b>	19 <sup>th</sup> July 2021
<b>CEO approval:</b>	Dr. Chris Wallace CEO	<b>Signature and Date:</b>	