

ARPC Position Description

Role Title:	Head of Risk		
Function:	Governance, Risk and Compliance	Classification broadband:	EL2+
Location:	Sydney	Security clearance:	Baseline/NV1
Role Reports to (role title):	Chief Risk and Governance Officer		
Direct Reports (role titles):	To be confirmed – Manager Risk; and/or Risk Analyst		

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 act as a trusted adviser to the Chief Risk and Governance Officer and Senior Executive Team, and to lead the planning, design, implementation and management of the risk management function for ARPC.

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

Risk Strategy and Frameworks

- Develop and implement risk strategies, plans and management systems and tools to deliver effective and efficient risk management that supports ARPC to successfully achieve its objectives.
- Design and develop a rigorous and integrated fit for purpose risk management framework, to ensure all forms of risks (including, but not limited to systematic, unsystematic, political/regulatory, financial, management, social, environmental and legal risks) are managed and escalated appropriately.
- Support the Chief Risk and Governance Officer and Senior Executive Team to design and review ARPC's risk appetite and tolerance statement.
- Establish policies and procedures based on a thorough review of the risk environment and embed the review of risk in business functions and project lifecycles.
- Develop, implement and manage a governance model including responsibilities, for the appropriate management of risks associated with the reinsurance pools administered by ARPC as well as shared risks (those involving another organisation or entity in addition to ARPC).

Risk Culture

- Take a lead role in fostering a positive risk culture, including role modelling behaviours and building trust and confidence in risk-based decision making.
- Measure and report on ARPC's risk culture and develop programs designed to achieve the desired culture.
- Guide and influence the ARPC senior executive team to make appropriate risk-based decisions which support the achievement of strategic objectives.
- Influence the culture of ARPC by providing objective advice on the performance and behaviours of people, processes and systems.

Risk Management and Reporting

- Prepare and present strategic plans, Board and Committee papers, briefings, and reports on governance activities and initiatives to internal and external stakeholders to inform decision making.
- Review actual and emerging risk exposures across all business functions and assist in providing solutions including any required corrective actions, including the escalation of risks to the Senior Executive or Board in a timely manner.
- Provide a high level of professional guidance and assurance to ARPC with regards to the identification, escalation and mitigation of risk, and drive an integrated approach to risk management, ensuring that risk management principles are embedded across all functions as well as in accordance with relevant policy requirements.
- Engage and facilitate workshops with the Senior Executive team and business functions on the identification and management of risks.

Organisational Capability

- Identify the capability required by ARPC employees to appropriately manage risk, and work with the Senior Manager, People to create suitable development initiatives.
- Establish a shared understanding across ARPC of the consequences of working outside of ARPC's risk appetite and tolerance, including potential reputational damage to ARPC and/or broader Commonwealth.
- Provide support to functional areas, projects and initiatives that are displaying inconsistencies with agreed risk appetite and tolerance(s), and report these matters to the Chief Risk and Governance Officer and the Senior Executive Team if improvement is not achieved within established timeframes.

People leadership

- Manage staff performance toward satisfactory or better performance
- Support employee development toward improved performance and achievement of short to long term goals and aspirations
- Ensure staff understand ARPC's strategic objectives and how their own role contributes to our collective success
- Spend time connecting with employees to provide on the job coaching and mentoring
- Ensure employees are tasked with meaningful work which provides challenge and growth opportunities

Other

- Lead and participate in ARPC Corporate projects as and when opportunities arise
- Role model ARPC's Values and Code of Conduct and capabilities set out in the ARPC's Capability Framework
- Maintain knowledge of risk management developments and industry trends and an enterprise wide understanding of ARPC and its business activities
- Cover Senior Executive positions as required

Key legislative / regulatory role responsibilities

Public Interest Disclosure Act 2013 (PID Act)

- ARPC Managers may receive disclosures from staff they supervise or manage, and are responsible for providing to an ARPC Authorised Officer (CEO, CFO, COO) as soon as practicable, any information provided to them that concerns disclosable conduct (within the definition of PID Act S.60A).
- ARPC Managers must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation.
- 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.

Security

- Responsible for monitoring their staff (including contractors), resources and functions to ensure security controls are maintained and operate effectively.
- Responsible to ensure that staff (including contractors) are aware of and practice the appropriate security procedures for protecting individuals, official information and other valuable resources.

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

Internal Relationships

- Build and maintain strong relationships across ARPC including Senior Executive and Board Members

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 related field *Mandatory*

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

- Substantial experience in strategic Insurance risk management *Mandatory*
- Knowledge of insurance, reinsurance or financial services *Mandatory*

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

- Deep Operational risk expertise in the financial services sector coupled with energy and passion for the Risk profession
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel
- Excellent 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 work effectively with Senior Executives and Board Members
- Ability to build strong relationships with various stakeholders
- Excellent commercial acumen
- Excellent legislative and regulatory interpretation and application skills
- Natural application of insight, initiative and innovation
- Ability to motivate and guide team members
- 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 Procedure

Additional requirements

ARPC Values
<ul style="list-style-type: none"> • Delivering for our stakeholders • Collaboration • Personal leadership • Integrity • Wellbeing

ARPC Capabilities (Integrated Leadership System)
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none"> • Shapes strategic thinking • Achieves results • Cultivates productive working relationships • Exemplifies personal drive and integrity • Communicates with influence

Approved by: <i>(Name & position)</i>	Chief Risk and Governance Officer	Signature and Date:	September 2021
CEO Approval:	Dr. Chris Wallace, CEO	Signature and Date:	September 2021