

## ARPC Position Description

<b>Role Title:</b>	Scheme Actuary		
<b>Function:</b>	Chief Financial Office	<b>Classification broadband:</b>	EL2
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to</b> (role title):	Chief Financial Officer		
<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 lead the actuarial team and undertake measurement of risks and opportunities for ARPC. This will include managing the probability estimation process for terrorism, supporting the external actuaries with liability valuation and pricing processes and analysis, and supporting the finance team with financial analysis and planning

### **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

#### **Financial Analysis and Modelling**

- Assist the external actuaries to deliver the annual liability valuation report and the quarterly liability valuation assessment. This will include the data, models, process and documentation to support the assessments.
- Produce an annual financial condition report tailored to ARPC's circumstances, with support from the external actuaries.
- Assist the external actuaries with data and analysis to support pricing recommendations being made.
- Liaise with external actuaries and external audit as needed
- Maintain accurate actuarial and financial data, and provide analysis and metrics to support statutory and internal reporting of ARPC
- Lead the design and implementation of actuarial process frameworks for ARPC
- Prepare and use statistical models to analyse and provide insights into ARPC's reinsurance pool
- Assist with the production of actuarial reports and other regulatory reporting required by ARPC, external parties and statutory agencies
- Assist the Chief Financial Officer to ensure the long-term financial sustainability of ARPC by supporting with the establishment and management of ARPC's strategic financial objectives
- Prepare financial analysis to assist with the renewal of the reinsurance programme
- Prepare board papers and briefing papers for Government
- Lead and direct continuous improvement activities
- Support the risk function by proactively identifying risks, implementing mitigating actions and improvements and monitoring outcomes

#### **Team leadership**

- Lead a small team of actuarial professionals (in accordance with the Integrated Leadership System) toward provision of sound management of complex data analytics and reporting
- Manage staff performance toward satisfactory or better performance
- Ensure staff understand ARPC's strategic objectives and how their own role contributes to our collective success

#### **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 the external actuaries and other vendors and partners

#### **Person specification**

#### **Qualifications and experience**

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

- Fellowship of the Institute of Actuaries of Australia *Mandatory*

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

- Significant experience in the non-life insurance or reinsurance industry *Mandatory*

#### **Regulatory 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.

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

- Deep 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 is desirable
- 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 build strong relationships with various stakeholders
- Well-developed commercial acumen
- Deep legislative and regulatory interpretation and application skills
- 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**

- Delivering to our stakeholders
- 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	<b>Signature and Date:</b>	

	CEO		
--	-----	--	--