

ARPC Position Description

Role Title:	Senior Manager, Insurance Audit		
Function:	Chief Financial Office	Classification broadband:	EL2
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Chief Underwriting Officer		
Direct Reports (role titles):	1+ (Audit Advisers)		

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

The purpose of this role is lead the:

- Insurance Audit strategy, and
- End-to-end planning and execution of the cedant review program.

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

Cedant review program

- Lead the end-to-end planning and execution of the cedant review program:
 - Ensure cedant reviews (insurer audits) are planned and conducted effectively and that clients comply with ARPC's requirements
 - Ensure that ARPC has the appropriate policies, processes and procedures that are necessary to achieve its legislated function, strategic role and purpose, and business goals and outcomes
 - Monitor ongoing cedant data trends and recommending and/or implementing appropriate strategies to address emerging issues
 - Undertake reinsurance recoveries from reinsurers
 - Ensure sound and timely provision of advice and information to ARPC Executives in relation to the cedant review and claims processes
 - Involve all ARPC employees in the program to enable a deeper understanding of the business
 - Apply knowledge of auditing principles and practices to improve the depth and effectiveness of premium audits
 - Extract and review data reports from ARPC core systems to derive insights and trends from complex data (premiums, claims, exposure)

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
- 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 cedants, vendors and partners

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

- Tertiary qualification in a relevant field *Mandatory*
- ANZIIIF Senior Associate or Fellow *Desired*
- Chartered Accountant (CA)/Certified Public Accountant (CPA) qualified *Desired*

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

- Audit experience *Mandatory*
- Experience in insurance/reinsurance management *Mandatory*
- Knowledge of insurance or reinsurance *Mandatory*
- Knowledge of the machinery of government *Desired*

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

- Excellent interpersonal skills with the ability to effectively negotiate and influence
- Ability to identify and review reports, insights and trends derived from complex data (premiums, claims, exposure) contained on ARPC's IT system
- Ability to build strong relationships with various stakeholders
- Knowledge of the insurance industry, insurance policy wordings, premium collection and associated taxes and charges
- Knowledge of auditing techniques, ability to design, plan and implement an audit program to deliver corporate objectives
- Some exposure to the claims function
- Excellent written and verbal communication skills
- Excellent analytical skills with the ability to derive simple insights from complex data
- Well-developed commercial acumen
- Deep legislative and regulatory interpretation and application skills
- 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
- Wellbeing

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.

Approved by: <i>(Name & position)</i>	Mike Pennell CUO	Signature and Date:	November 2021
CEO Approval:	Dr. Chris Wallace CEO	Signature and Date:	November 2021