

ARPC Position Description

Role Title:	Insurance Audit Adviser (Premiums)		
Function:	Insurance Audit and Claims	Classification broadband:	Broad band 2 (Level 6)
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Senior Manager, Insurance Audit		
Direct Reports (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 an efficient and effective audit and claims function Support the design and delivery of ARPC's cedant review program for premiums.

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
- **Support the design and delivery of ARPC's cedant review program for premiums**
 - Work with the Manager Insurance Audit to deliver an effective program of cedant reviews
 - Source, coordinate, collate and review all cedant material in an efficient, methodical manner
 - Analyse cedant premium and data submissions for veracity, trends and anomalies
 - Provide expertise and guidance on technical issues of data variance or ambiguity
 - Provide expertise and guidance to underwriting tema on technical enquirets from cedant
 - Contribute to the discussion of review outcomes with cedants and the agreement of strategies and timing for the implementation of recommendations arising
 - Prepare standard reports on the outcomes of individual cedant reviews and issues arising from the review program in a simple, logical format which facilitates ease of reference and efficient record keeping
 - Lead, or participate in, ad-hoc Audit projects and initiatives
 - Identify opportunities and risks which may act as catalysts for change in terms of ARPC's Audit practices
 - Identify opportunities for continuous process improvements
 - Assist with the preparation of reports for review by the Senior Leadership Team
 - Assist with cedant refund and offsect activities
 - Assit IT team with activities such as system testing for underwriting and claims
- Represent ARPC at industry events and build relationships with cedants

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 vendors and partners

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in Finance, Business or Commerce *Desired*
- Qualified or prepared to study toward qualification to ANZIIF Senior Associate level *Desired*

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

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

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

- Well-developed written communication skills demonstrated through planning and report writing
- Project management skills
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel
- 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
- Sound 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 Incident:	As per ARPC Response Plan

Additional requirements

ARPC Values
<ul style="list-style-type: none"> • Stakeholders first • Close 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 • Supports/cultivates productive working relationships • Displays/exemplifies personal drive and integrity • Communicates with influence

Approved by: <i>(Name & position)</i>	Michael Pennell, CUO	Signature and Date:	December, 2021
CEO approval:	Dr. Chris Wallace CEO	Signature and Date:	December 2021