ARPC Position Description

Role Title:	Senior Manager Transition		
Function:	Chief Scheme Implementation Office	**Classification broadband:**	EL2
Location:	Sydney	**Security clearance:**	Baseline
Role Reports to (role title):	Initially, Chief of Scheme Implementation, then Chief Claims and Customer Officer (ongoing)		
Direct Reports (role titles):	Nil (pending outcomes of perils pools organisational structure)		

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:
- Provide change leadership for ARPC to support the delivery of ARPC's strategic objectives in alignment with ARPC's Values, and
- Provide project management support as required to support the effective delivery of ARPC's strategic objectives.

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

Change Leadership

Provide high quality change leadership support for ARPC to support the implementation of the cyclone reinsurance pool and the transition toward ARPC's future state organisation operating model (administering both the Terrorism and Cyclone pools), including:
- Leading change management activities to support project delivery and implementation
- Stakeholder management plans
- Collaborating with the Communications Team to deliver stakeholder communications
- Complete business impact assessments and transition planning
- Complete agency readiness assessments and resistance management plans
- Collaborate with the HR Team to deliver training plans and support
- Work collaboratively with PMO to ensure that a standardised and consistent approach to change management is adopted, including the use of approved change management methodologies, tools and templates

Project management:

Provide high quality project management support for ARPC project across all functional areas, as required including:
- Applying a structured methodology to project management
- Developing project plans and business requirements
- Leading project planning sessions
- Coordinating resources
- Managing to the project budget
- Ensuring project meet deadlines
- Managing relationships with stakeholders
- Overseeing the development of project documentation

Other

Participate in other ARPC Corporate projects and initiatives 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 vendors and partners

Person Specification

Qualifications and Experience
Qualifications (indicate whether mandatory or desired) • Tertiary qualification *Desired* **Knowledge and Experience** (minimum type and level of knowledge and experience required to perform the role) • Knowledge and experience in change management *Mandatory* • Knowledge and experience in project management *Mandatory* • Knowledge of insurance sector or financial services sector *Desired* • Knowledge of working in highly regulated environments *Desired*

Technical Capabilities (skills, knowledge, technical or specialist capabilities)
• Well-developed change leadership capability • Well-developed Project management capability • Big picture vision and thinking • Strong 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 • 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.

Prepared by: *(Name & position)*	Sonia Talwar, Senior Manager People	**Date:**	November 2021
Approved by: *(Name & position)*	Chris Wallace, CEO	**Date:**	December2021