

ARPC Position Description

Role Title:	Senior Manager Underwriting - Terrorism		
Function:	Underwriting	Classification broadband:	EL2
Location:	Sydney	Security clearance:	Baseline (moving to NV1 within 12 months)
Role Reports to (role title):	Chief Underwriting Officer		
Direct Reports (role titles):	2+		

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 manage the terrorism reinsurance portfolio and to represent ARPC with senior insurance representatives. The role is primarily responsible for establishing and controlling contracts of insurance with insurers, ARPC's gross written premium and underwriting result, with a focus on managing ARPC's insurance risk.

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
- Assist the CUO in the coordination and negotiate the annual renewal of ARPC's retrocession program
- Contact person for the development of ARPC's terrorism loss estimation models via Geoscience Australia and Risk Frontiers
 - Liaise with other Government departments and ARPC's consultants in the development of models
 - Provide advice to ARPC's CEO on estimated losses from known or possible terrorism events
- Provide information to stakeholders in relation to reinsurance offered by ARPC
- Develop the market's understanding of the Terrorism Insurance Act (TIA).
- Offer standard ARPC Terrorism reinsurance to insurers:
 - Promote the ARPC within the local and overseas insurance industry
 - Manage the development and implementation of the ARPC Terrorism Reinsurance Scheme by liaising with insurance companies, brokers and industry bodies
- Liaise with CFO to manage the retrocession budgets and payments
- Provide advice to the CUO and CEO on estimated losses from a DTI
- Manage reinsurance broker contracts and service level agreements
- Perform analysis for risk, exposure, and loss and develop market standard databases for presentations and annual reports
- Continue the development and promotion of the Risk Mitigation Handbook with Standards Australia

Functional leadership

- Lead a small team of professional employees (in accordance with ARPC's Capability Framework)
- Establish and maintain a high performing culture of continuous improvement

Other

- Identify business process improvement opportunities
- Participate in ARPC Corporate projects as and when opportunities arise
- Develop and maintain a commercial understanding of the markets in which ARPC operates in order to contribute to short, medium and long-term business planning and development

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

Internal Relationships

- Build and maintain strong relationships across ARPC and other Government Agencies

External Relationships

- Build and maintain strong relationships with insurers, brokers, vendors and partners

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in a relevant field *Highly desirable but not mandatory*
- ANZIIF Senior Associate or Fellow *Mandatory*

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

- Considerable experience in insurance/reinsurance mgmt. with experience in property underwriting *Mandatory*
- Knowledge of insurance, reinsurance, banking or financial service *Mandatory*
- Knowledge of the machinery of government *Desired*

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

- Underwriting experience coupled with energy and passion for the Underwriting profession
- Ability to think strategically
- 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
- Natural application of insight, initiative and innovation
- Astute attention to detail
- Ability to work with the Senior Leadership Team
- 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

- Delivering for our stakeholders
- 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.

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