

ARPC Position Description

Role Title:	Manager Risk		
Function:	Governance, Risk and Compliance	Classification broadband:	EL1
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Head of Risk		
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 ARPC drive sound risk management practice. This includes embedding the risk management framework by ensuring that all risk activities are undertaken in a timely and accurate manner and escalated where relevant.

Key Accountabilities (Key activities, tasks and outcomes to be achieved)

Risk Frameworks

- Implement and maintain an enterprise risk management program of work including risk reviews and reports, facilitating the understanding of risk exposures across the organisation and its projects and assist in providing solutions and mitigations, including any required corrective actions or improvements.
- Provide subject matter expert advice to ensure that risk identification, evaluation and mitigation is employed across functional groups and projects to inform decision-making.
- Ensure appropriate governance practices are in place to support and enhance the effectiveness of ARPC's risk management framework.
- Monitor and escalate risks appropriately, in accordance with the risk management framework.
- Deliver employee education through training and development programs on risk management.

Risk Culture

- Promote a positive risk culture, through education, awareness and support including role modelling behaviours and building trust and confidence in risk-based decision making.
- Expedite programs developed by the Head of Risk, designed to achieve the desired culture.
- Make appropriate risk-based decisions which support the achievement of strategic objectives.
- Support ARPC's culture by role modelling values set out in ARPC's Capability Framework

Risk Management and Reporting

- Prepare regular (Business As Usual) enterprise and project risk reports which communicate the status of Risk Management operations to the Head of Risk.
- Assist in preparing business and enterprise risk reports, including Board and Committee papers, briefings, and reports on governance activities and initiatives to internal and external stakeholders to inform decision making as required.

Contribution to Risk Management Strategy

To support incumbent development in the Risk profession, contribute to the design and development of ARPC's:

- Risk Management Policy and related procedures
- Risk appetite and tolerance statement.
- Risk management strategy, framework culture statement.
- Strategic risk programs of work.
- Creation and support delivery of risk related training and development plans for ARPC team members.

Other

- Lead and participate in ARPC Corporate projects as and when opportunities arise
- Role model ARPC's Values and Code of Conduct and capabilities set out in the ARPC's Capability Framework
- Maintain knowledge of risk management developments and industry trends and an enterprise wide understanding of ARPC and its business activities

Key legislative / regulatory role 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.

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

Internal Relationships

- Build and maintain strong relationships across ARPC including Senior Executive and Board Members

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 a related field *Mandatory*

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

- Enterprise / operational risk experience, ideally gained within the insurance industry *Mandatory*
- Experience in strategic insurance risk management *Mandatory*
- Knowledge or insurance, reinsurance or financial services *Mandatory*

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

- Risk experience in the financial services sector coupled with energy and passion for the Risk profession
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel
- Well-developed written and verbal communication skills
- Well-developed analytical skills with the ability to derive simple insights from complex data
- Well-developed interpersonal skills with the ability to effectively negotiate and influence
- Ability to work effectively with Senior Executives and Board Members
- Ability to build strong relationships with various stakeholders
- Well-developed commercial acumen
- Well-developed legislative and regulatory interpretation and application skills
- Natural application of insight, initiative and innovation
- Ability to motivate and guide team members
- 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 Procedure

Additional requirements**ARPC Values**

- Delivering for 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
- Cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Approved by: <i>(Name & position)</i>	Samantha Lawrence Chief Risk and Governance Officer	Signature and Date:	December 2021
CEO Approval:	Dr. Chris Wallace, CEO	Signature and Date:	pending