

ARPC Position Description

Role Title:	Analyst, Data and Analytics		
Function:	Chief Financial Office	Classification broadband:	ARPC Classification 5/6
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Head of Actuarial		
Direct Reports (role titles):	0		

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

This role will deliver data and analytics for the Cyclone and Terrorism Reinsurance Pools which support the achievement of ARPC’s organisational objectives.

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

Data and analytics

- Implement, maintain, and continually enhance data and analytics processes under the guidance of the Data and Analytics Manager and Head of Actuarial
- Support the development of management information dashboards to provide regular insights into exposure, premium and claims trends
- Utilise ARPC’s unique industry datasets to enhance understanding of natural peril risk in Australia, including collaboration with external parties to assist development of catastrophe models
- Provide analysis of mitigation impacts on cyclone costs to assist ARPC achieving cyclone pool objectives of promoting mitigation and reducing the long-term cost of natural perils in Australia.
- Use statistical and machine learning techniques to provide insights into industry level issues. This will include fraud and anomaly detection, claims cost benchmarking and underinsurance modelling.
- Source and utilise external data (e.g., satellite and catastrophe modelling data) to improve ARPC’s analytics and modelling capabilities over time
- Support the design of climate modelling tools and share models and insights with external agencies (e.g., National Recovery and Resilience Agency & Geoscience Australia)
- Provide analytical support to internal ARPC functions such as underwriting, claims, IT

Risk Management

- Help to ensure sound Risk Management principles and systems are in place for ARPC’S data and analytics practices.
- Proactively monitor outcomes to identify risks and implement mitigating actions and improvements

Other

- 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

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

Internal Relationships

- Build and maintain strong relationships with all members of the ARPC team
- Work with senior management and regular present findings to senior executives

External Relationships

- Build and maintain strong relationships with vendors and partners
- Develop relationships with catastrophe modellers and government departments
- Support insurers onboard into the Cyclone Reinsurance Pool and provide ongoing liaison with key contacts in industry

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in Computer Science, Statistics, Mathematics, Economics, Actuarial Studies or related field *Mandatory*

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

- 1-5 years relevant analytics experience *Desired*
- Working knowledge of financial services (insurance, reinsurance and/or banking) *Desired*

Regulatory Responsibilities

Public Interest Disclosure Act 2013 (PID Act)

- 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.

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

- Experience with data manipulation and visualisation
- Knowledge of programming languages such as SQL, R, Python
- Knowledge of visualisation and mapping tools such as Power BI, QGIS
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel
- Strong written and verbal communication skills
- Strong analytical skills with the ability to derive simple insights from complex data
- Strong interpersonal skills with the ability to effectively negotiate and influence
- Ability to build strong relationships with various stakeholders
- Interest in continual development of commercial acumen
- Interest in developing knowledge of relevant legislation and standards required to operationalise ARPC's risk dataset

- 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 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

Prepared by: <i>(Name & position)</i>	Pulkit Jain, Head of Actuarial, Catherine Tissier, Manager Talent Acquisition and Development, and Pete Matruggio, Interim CFO	Signature and Date:	October 2022
CEO approval:	Dr. Chris Wallace CEO	Signature and Date:	October 2022