

ARPC Position Description

Role Title:	Manager Risk, Operational 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 Strategy and Frameworks

- Implement and maintain a risk management program of work to support the risk strategy, including facilitating the understanding of operational risk exposures across the organisation and within projects: to provide mitigation strategies and business improvements.
- Provide risk governance and operational risk subject matter expert advice to risk owners in risk identification, evaluation and mitigation to inform risk-based 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.
- Undertake control assurance activities and targeted assurance reviews.
- 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

- Conduct risk sessions with business functions and subject matter experts
- Prepare project risk and operational risk reports which communicate the status of Risk Management operations to the Head of Risk.
- Assist in preparing risk reports, including Board and Committee papers, briefings, and reports on governance, business and risk activities and initiatives to internal and external stakeholders to inform decision making as required.

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 by working closely with the organisation

External Relationships

- Build and maintain strong relationships with industry peers

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in a related field or equivalent experience *Mandatory*

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

- Hands On Enterprise / Operational risk experience working with closely with business stakeholders *Mandatory*
- Experience in / Knowledge of insurance risk management *Desired*
- Knowledge of or interest in insurance, reinsurance or financial services *Desired*

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

- Relevant Risk experience in the relevant private or public sector industry 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 Management and the Executive Leadership Team
- 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
<ul style="list-style-type: none"> • 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.
<ul style="list-style-type: none"> • Shapes strategic thinking • Achieves results • Cultivates productive working relationships • Exemplifies personal drive and integrity • Communicates with influence

Prepared by: (Name & Position)	Catherine Tissier Manager Talent Acquisition and Development Kate Moore-Wilton Interim Head of Risk	Signature and Date:	November 2022
Approved by: (Name & position)	Samantha Lawrence Chief Risk and Governance Officer	Signature and Date:	November 2022
CEO Approval:	Dr. Chris Wallace Chief Executive Officer	Signature and Date:	November 2022