

## ARPC Position Description

<b>Role Title:</b>	Risk Analyst		
<b>Function:</b>	Governance Risk and Compliance	<b>Classification broadband:</b>	ARPC56
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to (role title):</b>	Head of Risk		
<b>Direct Reports (role titles):</b>	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 and the Risk Team by assisting with incident management, enterprise risk management and any associated reporting as required.

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

- Supporting staff members with operation of the incident management processes, including updates to the incident management system.
- Assisting with risk-related reporting to internal and external stakeholders.
- Assisting the risk team by promoting and participating in the development and management of high-quality risk management practices.

#### Supporting staff members with operation of the incident management process, including updates to the incident management system

- Assist with the incident management process, including supporting stakeholders.
- Support administration of the incident management system, including reporting.
- Identify and follow up on rectification activities for risks and following incidents.

#### Assisting with risk-related reporting to internal and external stakeholders

- Support accurate and timely provision of risk and governance reporting for Management, Board, its Committees and other stakeholders, including data gathering and preparation for risk reporting and risk-related reports.
- Coordinate reports for senior leadership, governance committees or to support external reporting.

#### Promoting and participating in the development and management of high-quality risk management practices

- Monitor the data accuracy within ARPC's Enterprise Risk Management system.
- Support risk owners to ensure risks are captured and recorded in the risk management information system to ensure quality and accuracy of all risk records, and maintenance of risk registers.
- Follow up the status of internal reviews, treatment plans and actions.
- Support contract management of external risk-related providers.
- Support project risk management.
- Organise meetings and training sessions as required.
- Support development, maintenance and review of risk management tools, policies, procedures, process documents.
- Contribute to the development, enhancement and implementation of risk activities and a supportive risk culture.
- Assist with the assessment and monitoring of operational risk across ARPC, including coverage of fraud risk.
- Maintain knowledge of risk management developments and industry trends and its application to ARPC.

#### Other

- Support the continuous improvement of the agency's risk, internal audit and fraud maturity.
- Assist the Governance Team in the preparation of Board and Committee papers, and the Compliance Team in conducting compliance checks, as required.
- Participate in ARPC corporate projects as and when opportunities arise.
- Cooperate with auditors.
- Contribute to a safe and secure office environment.
- Contribute to team corporate strategy planning sessions.
- Role model ARPC's Values and Code of Conduct and capabilities set out in the ARPC's Capability Framework

## Key legislative / regulatory role 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.

### 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 working relationships across ARPC.

### External Relationships

- Build and maintain strong working relationships with vendors, partners, and auditors.
- Represent ARPC professionally at industry events.

## Person specification

### Qualifications and experience (mandatory or desired)

#### 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)

- 2+ Years 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)

- Developing knowledge and skills across enterprise / operational risk management and committed to further developing as a risk management professional
- Knowledge of the MS Office suite including Word, Excel, PowerPoint; some knowledge of Visio preferable
- Well-developed written and verbal communication skills
- Analytical skills
- Well-developed interpersonal skills with the ability to effectively negotiate and influence.
- Ability to build strong working relationships with stakeholders.
- Commercial acumen

- Ability to interpret and apply legislative requirements.
- Problem solving ability.
- Astute attention to detail
- Ability to work as part of a team and autonomously with minimal supervision.
- 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"> <li>• Respect</li> <li>• Service</li> <li>• Integrity</li> <li>• Wellbeing</li> </ul>

ARPC Capabilities (Integrated Leadership System)
ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.
<ul style="list-style-type: none"> <li>• Shapes strategic thinking</li> <li>• Achieves results.</li> <li>• Cultivates productive working relationships.</li> <li>• Exemplifies personal drive and integrity.</li> <li>• Communicates with influence</li> </ul>

<b>Prepared by:</b> <i>(Name &amp; position)</i>	James Chong Head of Risk Catherine Tissier Manager Organisational Development	<b>Date:</b>	September 2022
<b>Approved by:</b> <i>(Name &amp; position)</i>	Samantha Lawrence Chief Risk and Governance Officer	<b>Date:</b>	18 October 2023