

ARPC Position Description

Role Title:	Underwriting Analyst Cyclone		
Function:	Underwriting	Classification broadband:	ARPC 5/6
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Executive Manager Underwriting Cyclone		
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 assist the Underwriting team by:

- Providing underwriting support services to all new and existing cedants of the cyclone pool, within ARPC’s established underwriting guidelines, authority levels and service standards (70% of role),
- Provide assistance throughout the process of on-boarding new cyclone cedants,
- Training potential cedants on reporting premium and claims via the PACE system; and
- providing analysis, insights, continuous improvement initiatives and reporting (30% of role).

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

Administration of underwriting activities

- Underwriting administration including processing and validation of incoming declarations within company underwriting rules and delegated levels of authority timely and efficient management of incoming and outgoing cedant contracts, agreements, and endorsements
- Effective maintenance of system and underwriting data integrity
- Appropriate management of aged debtors and compliance activities
- Assist in the general administration of reinsurance arrangements.
- Supports the management and reporting of technical PACE system issues to the PACE system owner

Monitor and review underwriting standards.

- Contribute towards the accuracy and updating of underwriting and onboarding procedure manual.
- Provide ongoing insights into the continuous improvement of underwriting procedures, manuals, and checklists to meet changing business needs and improve departmental efficiency and customer interactions while ensuring alignment with company guidelines and delegated levels of authority.

Provide high quality business analysis.

- Support the Chief Underwriting Officer and Senior Underwriting Manager Cyclone in the provision of high-quality data analysis and research in relation to ARPC’s Cyclone underwriting portfolio.
- Be the primary point of contact for actioning exception reports and resolving reporting anomalies within the Underwriting system (PACE)
- Assist in the management of ARPC’s business intelligence reporting tools including the analysis and development of new reports and analytical systems and the management of ARPC’s data warehouse.

- Perform user and systems-based testing for ARPC’s applications.

Departmental Reporting

- Support the preparation of high-quality Underwriting reports which including value adding insights, including risks and other relevant insights.
- Liaise with the actuarial team to provide reports from ARPC systems to meet business needs.
- Liaise with the actuarial team to provide and ensure the accuracy of required data.
- Provide input to other reports as required.

Provide advice and support as required.

- Assist with managing incoming mail and handle basic enquiries and refer complex enquiries, including matters such as premium payments, administration requests, and enquiries regarding obligations under the Terrorism and Cyclone Insurance Act and the ARPC Agreement and coordinate responses from relevant ARPC managers.
- Support the maintenance of complete and accurate records of cyclone reinsurance arrangements for all cedants.

Risk management

- Assist the Chief Underwriting Officer and Senior Underwriting Manager Cyclone protect ARPC’s risk exposure by ensuring cedant compliance with contractual obligations (e.g. quarterly submissions and follow up cedants with outstanding declarations or large variations

Other

- Gain knowledge and cross-skills in the Terrorism product as well as any new products ARPC may introduce and develop the proficiency to undertake the duties of the Underwriting Analyst Terrorism during periods of absence.
- Train and cross-skill the Underwriting Analyst Terrorism in the core activities of the Underwriting Analyst Cyclone role to enable them to cover this role during periods of absence.

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

Internal relationships

- Build and maintain strong relationships with the ARPC team.
- Support the underwriting department as a knowledge center of excellence.
- Participate in new and ongoing projects and be a conduit for information sharing for the Underwriting Department with IT, Actuarial and Claims Teams within ARPC.

External Relationships

- Build and maintain strong relationships with vendors and partners.
- Develop and maintain strong customer relations with cyclone cedants and be an initial point of inquiry for cyclone pool cedants.

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in Finance, Business or Commerce *Desired*
- Qualified or prepared to study toward qualification to ANZIIF Senior Associate level *Mandatory*

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

- Experience in insurance or reinsurance underwriting, or experience with commercial insurance products *Mandatory*
- Working knowledge of and experience with insurance, reinsurance, or other financial services systems *Mandatory*

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/ c 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)

- Sound mathematical skills with the ability to derive simple insights from complex data.
- Technical reinsurance knowledge involving the placement and management of reinsurance treaty arrangements.
- Well-developed written communication skills demonstrated through report writing.
- Astute attention to detail
- Well-developed interpersonal skills
- Ability to build strong relationships with various stakeholders.
- Ability to work as part of a team and autonomously, as a subject matter expert
- Well-developed commercial acumen
- Strong knowledge of the MS Office suite including Word, PowerPoint and as a minimum Intermediate level Excel
- Sound legislative and regulatory interpretation and application skills
- Natural application of insight, initiative, and innovation
- 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"> Respect Service 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>	Jamie Waghorn, Executive Manager Underwriting Cyclone Catherine Tissier Manager Organisational Development	Date:	February 2024
Roles up to & incl. EL1 <input checked="" type="checkbox"/> Approved by: <i>(Name & position)</i>	Mike Pennell Chief Underwriting Officer	Date:	February 2024