

ARPC Position Description			
Role Title:	Manager Public Affairs		
Function:	Public Affairs & Communications	Classification broadband:	EL1
Location:	Sydney	Security clearance:	Baseline
Role Reports to (role title):	Head of Public Affairs and Communications		
Direct Reports (role titles):	Nil		

Purpose of the role
This role will work closely with the Head of Public Affairs and Communications to implement ARPC's public affairs program of work and support ARPC's goals in public engagement and advocacy.

Key Accountabilities
<p>Role model ARPC's Values and Code of Conduct and capabilities set out in ARPC's Capability Framework.</p> <p>Implement ARPC's public affairs program of work</p> <ul style="list-style-type: none"> • Develop and implement strategies that enhance ARPC's reputation and promote positive relationships with public, government officials, and key stakeholders. • Prepare market announcements and press releases under direction of the Chief Executive. • Provide internal forecasts of the likely effect of public policy changes. • Provide written and oral briefings for senior management. • Work collaboratively to build a sense of direction and a culture of performance, accountability, and service across the team and working together with the Communications team. <p>External engagement and relationships</p> <ul style="list-style-type: none"> • Liaise with industry and stakeholders to represent ARPC and support organisational goals in public engagement and advocacy. • Engage with government agencies to build relationships and opportunities for collaboration. • Build and maintain positive relationships with industry associations. <p>Reporting</p> <ul style="list-style-type: none"> • Monitor, analyse and report on developments and issues within industry and key stakeholders.

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 business.

External Relationships

- Build and maintain strong relationships with vendors and partners.

Person specification

Qualifications and experience

Qualifications

- Tertiary qualification in Business, Communications, Journalism, Political Science or related field
Mandatory.

Experience

- Knowledge and experience in public affairs methodology *Mandatory.*
- Knowledge of insurance sector or financial services sector *Desired.*
- Knowledge of working in highly regulated environments *Mandatory.*

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

- Team skills including excellent interpersonal and communication skills, both verbally and in writing.
- Confident and engaging communicator.
- Ability to interpret complex situations that may impact the organisations reputation.
- Excellent interpersonal skills and a strong capability to effectively influence and negotiate.
- Maintain an active, positive presence in all meetings.
- Strong written skills across different media.
- Big picture vision and thinking.
- Excellent interpersonal skills with the ability to effectively negotiate and influence.
- Ability to build strong relationships with various stakeholders.
- Well-developed commercial acumen.
- Natural application of insight, initiative and innovation.
- Astute attention to detail.
- 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 and DCE Response Procedures

Additional requirements

ARPC Values

- Respect
- Service
- 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.

Prepared by: (Name & Position)	Jack Laverty Manager People & Culture	Date:	April 2024
Roles up to & incl. EL1 <input type="checkbox"/> Approved by:	Victoria Simpson Chief Operating Officer	Date:	April 2024