

ARPC Position Description

Role title:	Manager Compliance and Government Reporting		
Function:	Chief Risk Office	Classification broadband:	EL1
Location:	Sydney	Security clearance:	Baseline
Role reports to (role title):	Executive Manager Compliance and Government Reporting		
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 manage the risk-based compliance program and deliver effective Government reporting and liaison services for ARPC. The Chief Risk Office function is operationally independent from the business providing expertise, advice and challenge on risk and compliance related matters.

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

Compliance framework maintenance

- Manage and continuously improve ARPC's compliance framework and system
- Provide advice and support to ensure ARPC meets its compliance obligations
- Monitor the legislative and regulatory landscape for new/ amended obligations that impact ARPC operating environment. Provide briefs/ communications to the Senior Executive Team on new/ amended developments
- Develop annual compliance test plans, that test the efficiency of key compliance risks/processes, including the identification of breaches, recommendations and improvement opportunities
- Manage the process for identifying, reporting, investigating and addressing compliance incidents/ breaches
- Analyse, consolidate and aggregate relevant compliance information (testing, meeting obligations, regulatory landscape) for reporting to management and the Board
- Collaborate with the Risk team to integrate risk and compliance practice across ARPC
- Maintain appropriate recordkeeping and reporting practices, including online compliance registers, declarations and reports, as required

Compliance training

- Engage and educate the ARPC team in compliance matters to encourage employees in raising compliance matters including weaknesses in the process and control environment
- Develop and manage the delivery of compliance training for all staff (induction and ongoing) through a combination of face to face and online.

Government reporting

- Oversee and coordinate whole of government and Treasury reporting requirements, including responses to requests for information, senate orders, senate estimates briefing and responses to Questions on Notice
- Apply project management skills to ensure delivery of required information by required due dates

Other

Lead and participate in ARPC projects as and when opportunities arise.

Working relationships (key stakeholders, clients, customers, suppliers, providers, consultants, etc.)

Build and maintain strong relationships within:

- **Internal** relations with
 - Across ARPC including the Senior Executive Team.
- **External** relationships with
 - Treasury and other government entities, vendors and partners.

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in Business, Law, Finance or related field - *Mandatory*

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

- Experience in Compliance Management – *Mandatory*
- Knowledge and understanding of Government regulatory environment - *Desired*
- Knowledge of insurance, reinsurance, banking or financial service - *Desired*

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 / or Privacy Champion, 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.

Work Health & Safety Act 2011 (WHS Act)

- All workers, including senior managers and executives, have duties under WHS Act.
- These duties include taking reasonable care for our own psychological and physical health and safety and that your actions or omissions do not adversely affect the health and safety of other persons.

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

- Demonstrated ability to work with Senior Executive and Leadership teams.
- Demonstrated ability to present compliance matters at Risk and Compliance Committees.
- Strong knowledge of the MS Office suite including Word, Powerpoint and Excel.
- Excellent written and verbal communication skills.
- Excellent analytical skills with the ability to derive simple insights from complex data.
- Excellent interpersonal skills with the ability to effectively negotiate and influence.
- Ability to build strong relationships with various stakeholders.
- Excellent commercial acumen.
- Excellent legislative and regulatory interpretation and application skills.
- Natural application of insight, initiative and innovation.
- 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 Delegations Policy
HR delegations:	As per ARPC Enterprise Agreement
Declared Terrorist Incident (DTI) and Declared Cyclone Event (DCE):	As per ARPC Event Response Policy

Additional requirements

ARPC Values			
• Integrity	• Respect	• Service	• 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 • Exemplifies personal drive and integrity • Communicates with influence

Prepared by: (Name & Position)	Alanna O'Meara Executive Manager Compliance and Government Reporting	Date:	May 2025
Roles up to & incl. EL1 are to be approved by the respective Senior Executive:	Karin Rathbone Chief Risk Officer	Date:	May 2025