

**ARPC Position Description**

<b>Role Title:</b>	Catastrophe Risk Analyst		
<b>Function:</b>	Actuarial and Analytics	<b>Classification broadband:</b>	ARPC Classification 5/6
<b>Location:</b>	Sydney	<b>Security clearance:</b>	Baseline
<b>Role Reports to:</b>	Head of Actuarial/Manager Actuarial, Catastrophe Modelling		
<b>Direct Reports:</b>	Nil		

**Purpose of the role (Why the role exists; how the role contributes to the ARPC’s strategic objectives)**

This role will support ARPC's Actuarial Function by delivering specialist knowledge and analytics related to catastrophe risk; including supporting early event loss estimation, undertaking research on related climate science topics, and running and drawing insights from an array of catastrophe models. Additionally, the role will lead the ongoing development of catastrophe-related data-warehousing and related geospatial capabilities and analytics.

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

**Catastrophe Model Capability**

- Prepare data for, design and deliver analysis to support internal catastrophe model development and the application of external vendor catastrophe models; covering both cyclone and terrorism.
- Assist the organisation in the understanding of catastrophe risks, sensitivity studies and relevant analytics.
- Supporting the development and updating of the Cyclone Pools technical claims cost which draws on catastrophe model outputs.
- Support real-time loss estimates of catastrophic events through catastrophe model design and implementation.
- Support the development of appropriate model governance and use of model frameworks.
- Develop relationships with external vendors and support the strategy for model selection.
- Implement, maintain, and continually enhance actuarial processes under the guidance of the Actuarial Manager and Head of Actuarial.

**Catastrophe Research**

- Contribute to ARPC’s assessment of risk mitigation measures through research, collaboration, and assessment (quantification). This work will influence Pricing decisions and the sharing of data and insights with other Government agencies.
- Contribute to development activities on cyclone and climate change impact for use in modelling in partnership with Government agencies and universities.
- Contribute to ARPC’s publications and insights for catastrophe risk through client engagement, forums, publications, and conferences; including supporting in ARPC’s public reporting and data sharing requirements.
- Undertaken research projects to expand ARPC’s understanding of cyclone and terrorism risk; both for the purposes of enhancing our modelling and for broader purposes to help ARPC better meet its business objectives.

**Catastrophe-related data-warehousing and geospatial capabilities**

- Lead the ongoing development and maintenance of a climate-related data-warehouse that readily supports Actuarial projects (such as pricing and early loss estimates) and other ARPC functions.
- Enable the ready visualisation and use of our geospatial and climate-related data across the organisation through skill-sharing and supporting tools.

**Support Other Actuarial Functions**

- Support the upskilling and capabilities of geospatial analytics and visualisation across the Actuarial Function (and to other divisions as appropriate).
- Work closely with the actuarial function to enhance ARPC’s data assets related to geospatial or catastrophe model requirements.
- Provide specialised knowledge and analytical support to internal ARPC functions such as finance, underwriting, claims, IT.

**Risk Management**

- Help to ensure sound Risk Management principles and systems are in place within actuarial practices.
- Proactively identify risks, implement mitigating actions and improvements and monitoring outcomes

**Other**

- Provide support to other actuarial functions as required.
- 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
- Actively contribute to managing risk well at ARPC by embedding risk into day-to-day activities supporting a culture of openness, accountability and continuous improvement.

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

**Internal Relationships**

- Build and maintain strong relationships with all members of the ARPC team.

**External Relationships**

- Build and maintain strong relationships with model vendors, Government, and research and university partners.

**Person specification**

**Qualifications and experience**

**Qualifications** (indicate whether mandatory or desired)

- Tertiary qualification in relevant field of studies such as Economics, Actuarial Studies, Science, Climate change, Weather systems or Engineering - *Mandatory*

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

- Experience in the reinsurance, insurance industry or finance sector - *Desired*
- 2+ years experience in Catastrophe Model development or use - *Desired*
- Experience in undertaking research projects and/or participating in Thought Leadership - *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)

- Experience with a programming language such as SQL, SAS, R, Python
- Strong knowledge in climate science and catastrophe risk
- Experience with geospatial analysis and use of catastrophe models
- Strong knowledge of the MS Office suite including Word, PowerPoint and Excel

- Strong written and verbal communication skills
- Strong analytical skills with the ability to derive simple insights from complex data
- Ability to build strong relationships with various stakeholders
- Interest in developing commercial acumen
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert.

<b>Authorities</b>	<b>Limits/ Type</b>
Financial Delegations:	As per ARPC Financial Delegations
HR Delegations:	As per ARPC Enterprise Agreement
Declared Incident:	As per ARPC Response Plan

<b>ARPC Values</b>			
• Integrity	• Respect	• Service	• Wellbeing

<b>ARPC Capabilities (Integrated Leadership System)</b>
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>

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<b>Approved by:</b>	Scott Unterrheiner, Chief Financial Officer	<b>Date:</b>	January 2026