

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 to all prospective, new and existing cedants in the cyclone pool (within ARPC’s established underwriting guidelines, authority levels and service standards)
- Assisting in the end-to-end onboarding process for new cyclone cedants as required
- Continual training of and support to cedants with reporting of premium via the ARPC PACE system; and
- Assisting with analysis, insights, continuous improvement initiatives and reporting.

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

- Manage the cedant interface systems and user access (eg.*PACE, GovTeams, Sharefile, CRM*)
- Supporting ARPC IT with the effective maintenance of underwriting system and underwriting data integrity (e.g. ensuring cedant brands and MGA’s are updated in the system, and communicate material changes to cedants)
- Support ARPC Actuarial and IT with the Annual roll-out of the ARPC cyclone rates with all cedants
- Support Finance with appropriate management of aged debtors and compliance activities
- Assist in the general administration of reinsurance arrangements

Monitor and review underwriting standards

- Contribute towards the accuracy and updating of underwriting and onboarding procedure manuals.
- Assist with the continuous improvement of underwriting procedures, manuals, and checklists ensuring alignment with company guidelines and delegated levels of authority.

Reporting and Business analysis

- Collaborate with internal stakeholders to develop, enhance, and maintain business intelligence and reporting tools and then partner with the Actuarial team to extract, validate, and deliver accurate data and reports from ARPC systems.
- Prepare and support high-quality departmental reports including clear insights on performance, risks, and trends.
- Support the Actuarial team to extract, validate, and deliver accurate data and reports from ARPC systems.
- Support the Underwriting team through data analysis and research relating to ARPC’s Cyclone underwriting portfolio.
- Act as the primary contact for investigating and resolving exception reports and data anomalies

within the Underwriting system (PACE).

- Conduct system testing for ARPC applications to ensure data integrity and reporting accuracy.

Provide advice and support

- Manage basic underwriting queries and work with relevant experts on complex enquiries.
- Support the maintenance of complete and accurate records of cyclone reinsurance arrangements for all cedants.

Risk management

- Demonstrate a strong understanding of risk management principles, including risk appetite and enterprise frameworks, and apply them effectively, on a day-to-day basis to support informed and balanced decision-making
- Support the underwriting team in the management of ARPC's risk exposure by ensuring cedant compliance with contractual obligations

Other

- Gain knowledge and cross-skills in the Terrorism product as well as any new products ARPC may introduce.

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

Internal relationships

- Build and maintain strong relationships within the broader ARPC organisation.
- Support the underwriting department to be the reinsurance subject matter experts
- 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

- Support in building and maintaining strong partnerships with insurance companies, cedants, underwriting agencies and other external stakeholders.
- Develop and maintain strong customer service to enhance ARPC's profile.

Person specification

Qualifications and experience (minimum type and level of qualifications and experience required to perform the role:
Desired or Mandatory)

Qualifications

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

Experience

- Insurance or reinsurance industry experience (Mandatory)
- Working knowledge of insurance, reinsurance, or other financial services systems (Mandatory)
- Minimum of 3 years underwriting or claims insurance industry experience (Desired)

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

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| <ul style="list-style-type: none"> • Sound mathematical skills with the ability to derive simple insights from complex data • Technical reinsurance or insurance 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 • Natural application of insight, initiative, and innovation | <ul style="list-style-type: none"> • Courteous assertiveness • 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) • Experience in using GPT's other AI technology • Sound legislative and regulatory interpretation and application skills |
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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.

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:	Feb 2026
Roles up to & incl. EL1 <input checked="" type="checkbox"/> Approved by: <i>(Name & position)</i>	Cameron Hick Chief Underwriting Officer (acting)	Date:	Feb 2026