

ARPC Position Description

Role title:	Manager Actuarial Reserving and Capital (MARC)		
Function:	Actuarial and Analytics	Classification broadband:	EL1
Location:	Sydney	Security clearance:	Baseline
Role reports to (role title):	Head of Actuarial (HoA)		
Direct reports (role titles):	Analyst, Reserving and Capital		

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

This role leads ARPC's actuarial reserving and capital management function and acts as the principal support to the Head of Actuarial for liability valuation, capital projections and financial risk insights. The role is responsible for producing ARPC's Annual Valuation Report, contributing to the Financial Outlook Report and maintaining actuarial model governance standards across the actuarial function.

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

Reserving, Capital and Financial Projections

- Design and deliver statutory liability valuations of ARPC's outstanding claims liability and premium liabilities consistent with professional standards and ARPC policies.
- Responsible for delivery of ARPC's annual actuarial valuation report and monthly actuarial reserves.
- Maintain and enhance ARPC's capital projection model producing capital management advice that feeds into ARPC's Financial Resilience Framework.
- In coordination with the finance team, model ARPC's cashflow and liquidity needs to support appropriate liquidity management.
- Lead the development of reserving, capital and loss projection inputs to ARPC's Financial Outlook Report, working with the Pricing Manager to produce the report.
- Project premium and claims costs to feed into ARPC's annual budgeting process.
- Provide technical advice and briefing material to the Head of Actuarial, CFO and Board on reserving and capital matters.
- Own and maintain ARPC's actuarial model governance framework across all actuarial models, including documentation standards, validation processes, change control and model risk oversight.
- Lead engagement with the Cyclone Pool Reviewing Actuary in relation to reserving and capital modelling.

Risk Management

- Help to ensure sound risk management principles and systems are in place within reserving and capital practices
- Proactively identify risks, implement mitigating actions and improvements and monitoring outcomes

Other

- People management responsibilities for reserving and capital analyst role.
- 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

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

Build and maintain strong relationships within:

- **Internal** relations with
 - All members of the ARPC team
- **External** relationships in/with
 - The Australian Government Actuary, external actuaries, and external audit
 - Developing and managing relationships with government departments including Treasury

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Fellowship of the Institute of Actuaries of Australia - *Mandatory*
- Tertiary qualification in Economics, Actuarial Studies, Finance, Statistics or Commerce - *Mandatory*

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

- Experience in the reinsurance, insurance industry or finance sector - *Mandatory*
- Working knowledge of financial services (insurance, reinsurance and/or banking) - *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, and Python
- Knowledge of visualisation tools such as Power BI
- 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 legislative and regulatory interpretation and application skills
- Astute attention to detail
- Ability to work as part of a team and autonomously, as a subject matter expert

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.

- Shapes strategic thinking
- Achieves results
- Supports/cultivates productive working relationships
- Exemplifies personal drive and integrity
- Communicates with influence

Prepared by: <i>(Name & position)</i>	Pulkit Jain, Head of Actuarial	Date:	March 2026
Approved by: <i>(Name & position)</i>	Scott Unterrheiner, Chief Financial Officer	Date:	March 2026