

ARPC Position Description

Role title:	Manager Data Engineering Databricks		
Function:	CFO Division	Classification broadband:	EL1
Location:	Sydney	Security clearance:	Baseline
Role reports to (role title):	Head of Actuarial		
Direct reports (role titles):	None		

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

ARPC is implementing a modern data and analytics platform (Databricks) to strengthen data quality, governance, automation, and insight generation across ARPC's pools and broader enterprise reporting needs. This role is the ARPC-side technical leader accountable for ensuring the platform is implemented "the right way" (secure-by-design, auditable-by-default, and BAU-operable) and that ARPC builds sustainable internal capability to operate and extend the solution over time.

The role combines hands-on engineering with architectural judgement, data governance discipline, and practical delivery leadership across business, actuarial, IT, security, and implementation partners. The role also supports ARPC's longer-term scalability by establishing reusable patterns for ingestion, validation, processing, and controlled publication/sharing of data products, while protecting commercially sensitive insurer information and appropriately managing any personal information.

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

ARPC is implementing a modern data and analytics platform (Databricks) to strengthen data quality, governance, automation, and insight generation across the terrorism and cyclone pools. The implementation is delivered with an implementation partner under a co-delivery model and must result in sustainable BAU ownership with clear controls (auditability, lineage, access management, change control).

1) ARPC-side technical delivery leadership (Aurora)

- Lead day-to-day technical coordination for Aurora across actuarial, business, IT, and vendor stakeholders.
- Translate priorities into actionable delivery sequencing, dependencies, and acceptance criteria.
- Act as a key technical escalation point within the Aurora delivery team, escalating material risks and issues as required.
- Where required, step in and contribute directly to delivery to ensure project outcomes are achieved.

2) Hands-on Databricks engineering and migration delivery

- Contribute directly to implementation across Databricks (pipelines, notebooks/jobs, Unity Catalog, orchestration, performance optimisation).
- Support migration of priority data assets, processing logic, and analytics code into Databricks, including validation and production hardening.
- Establish practical patterns that support maintainability, performance, governance, auditability, and reusability.

3) Data governance and engineering controls (platform discipline)

- Implement and uplift engineering governance practices across:
 - version control, code review, testing approach, CI/CD (where adopted),
 - access control patterns, data quality checks and exception handling,
 - documentation standards (runbooks, support model, technical decision records).
- Ensure platform outputs and processes are auditable (traceable lineage, decision records, controlled access).

- Define and enforce standards for the use of open source code, libraries, and third-party components within the data platform, including validation, approval, version control, security assessment (e.g. vulnerability scanning), licensing compliance, and ongoing monitoring, with appropriate documentation and auditability to support ARPC’s security and assurance requirements.
- This role sets engineering standards and patterns for the platform; other data roles contribute to delivery and operate within these standards.

4) Business/actuarial translation and stakeholder management

- Work with actuarial SMEs to understand current models, data, validation logic, and pain points.
- Convert requirements into structured work packages (user stories, engineering tasks, acceptance criteria).
- Reduce dependency on actuarial staff for technical migration execution by taking ownership of technical packaging and delivery.

5) Vendor co-delivery assurance and quality control

- Work closely with the implementation partner under a co-delivery model.
- Review and assure key technical artefacts (designs, patterns, code approaches, release plans) from an ARPC technical owner perspective.
- Track technical debt, operational readiness items, and transition dependencies to BAU.

6) Future capability planning (upstream and downstream)

- Support discovery, feasibility assessments, and mobilisation planning for future phases of ARPC’s data capability.
- Provide technical input, options, and implementation considerations to support decision-making.
- Define structured backlog, options, and delivery pathways for enhancements across ingestion, processing, and reporting.

7) Capability uplift and BAU transition

- Build internal capability through coaching, knowledge transfer, paired delivery, and documentation.
- Contribute to BAU operating model artefacts including support model, ownership mapping, and release/cutover practices.
- Support transition to a sustainable internal operating model with reduced reliance on external delivery.

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

Build and maintain strong relationships within:

Internal: CFO, Senior Executive, Actuarial, Information Technology, Information Security, Finance, Risk, Claims, Underwriting, Communications/Change, and broader ARPC teams.

External: Implementation partners and specialist consultants engaged by ARPC as required.

Person specification

Qualifications and experience

Qualifications:

Mandatory

- Tertiary qualification in Computer Science / Software Engineering / Data Engineering / Data Science / Information Systems (or equivalent depth of professional experience in data engineering and platform delivery).
- Ability to obtain and maintain Baseline security clearance.

Desired

- Databricks Certified Data Engineer Associate or Databricks Certified Data Engineer Professional .
- Databricks Certified Associate Developer for Apache Spark .
- Microsoft Certified – Fabric Data Engineer Associate (DP-700) .
- DAMA Certified Data Management Professional (CDMP) (Associate/Practitioner/Mastery) .
- Privacy-by-design credentialing such as IAPP CIPT (technologist) and/or IAPP CIPM (privacy program management).

Experience:

Mandatory

- 8+ years hands-on data engineering / platform engineering experience delivering production-grade data solutions end-to-end (build + run).
- Strong hands-on Databricks / Spark delivery in production (pipeline build, orchestration, performance tuning, operationalisation, and governed access).
- Proven experience implementing data governance controls in practice (access models, audit logging, lineage, data quality gates, change control, runbooks).
- Demonstrated delivery in a regulated / high-sensitivity data environment (commercially sensitive data and/or personal information), with strong security and records discipline.
- Demonstrated ability to lead co-delivery with vendors: set acceptance criteria, review designs/code, manage technical debt, and force BAU readiness
- Strong stakeholder management translating business/SME requirements into delivery artefacts (user stories, acceptance criteria, technical decision records)

Desired

- Experience with file-based ingestion + validation feedback loops (e.g., “portal as dropbox” pattern) and building automated validation reports.
- Experience standing up medallion/lakehouse patterns and governed data products for downstream reporting and controlled external publishing.
- Experience building or transitioning to an internal “operate and extend” model (reducing reliance on consultants).

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.

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- 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)

- Expert SQL (modelling, optimisation, reconciliation controls) and strong Python (incl. PySpark).
- Strong Databricks engineering capability: Workflows/Jobs, notebooks, package patterns, cluster policies, optimisation, and production hardening (plus the governance layer and catalog patterns relevant to your implementation).
- Strong Spark fundamentals (performance tuning, partitioning, file formats, incremental loads).
- Strong data engineering patterns: batch/file ingestion, CDC/streaming where needed, schema evolution, error handling, idempotency, replay, and audit trails.
- Proven data governance implementation: RBAC/least privilege, audit logging, lineage, data quality checks, documentation standards, and exception workflows.
- Secure engineering: secrets management, encryption concepts, controlled export/share patterns, and privacy-by-design thinking for accidental PII.
- Software engineering discipline: Git-based version control, branching, PR/code review, testing approaches, and CI/CD or deployment automation (where adopted).
- Operational excellence: monitoring/alerting, incident response handover, runbooks, and pragmatic BAU support design.
- Strong architecture judgement: knows what “good” looks like; can set patterns, say “no” to bad ones, and document technical decision records.
- Vendor assurance: ability to review partner outputs (design/code/release plans), identify gaps, and hold delivery to standards.
- Ability to use AI coding tools responsibly (accelerate delivery while maintaining review, security, and traceability).
- Communication: translates complex technical issues into exec-ready trade-offs, risks, and decisions; calm under pressure.

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

Approved by: (Name & position)	Scott Unterrheiner (CFO)	Date:	7 April 2026
CEO approval: (Name & position)	Christopher Wallace (CEO)	Date:	7 April 2026

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