

ARPC Position Description

Role Title:	Chief Underwriting Officer		
Division:	Chief Underwriting Office	Classification broadband:	SES1
Location:	Sydney	Security clearance:	NV1
Role Reports to (role title):	Chief Executive Officer		
Direct Reports (role titles):	4+ direct reports and teams of indirect functional reports across the divisional portfolio		

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

The CUO is accountable for establishing and controlling contracts of reinsurance with insurers for the terrorism and cyclone products and contracts of terrorism retrocession with reinsurers. Building ARPC's terrorism and cyclone portfolio and administering that portfolio. The role is responsible for ARPC's gross written premium and underwriting result, with a focus on managing ARPC's insurance risk.

The purpose of this role is to:

- represent ARPC with senior external stakeholders in insurance and reinsurance markets as a leading market expert in reinsurance underwriting of terrorism and cyclone risk
- develop corporate strategies to fulfil ARPC's responsibilities under the establishing legislation and regulations
- establish and control contracts of reinsurance with insurers and reinsurers.
- accountable for ARPC's gross written premium, with a focus on managing ARPC's reinsurance risk
- report to ARPC's Board on all underwriting matters as required
- assist in advising the Department of the Treasury on reinsurance and insurance risk

Note: The role has operational responsibility for a range of functional teams which may change from time to time depending on the requirements of the Chief Executive.

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

Whole of agency underwriting:

- Provide advice and information to Government and stakeholders in relation to reinsurance issues
- Build the Underwriting Team through leadership and recognition of the individuals as they provide valuable input and support to their underwriting colleagues and ARPC as a whole.
- Develop the market's understanding of the ARPC's foundational legislation and regulations under the Terrorism and Cyclone Act (2003) and what it means to the market.
- Enter into reinsurance contracts with local and foreign insurers, protecting against their exposure to losses from the application of the Terrorism and Cyclone Act (2003):
 - Promote the ARPC within the local and overseas insurance industry by drafting thought leadership articles and through market presentations
 - Manage the development and implementation of the ARPC reinsurance scheme products by liaising with insurance companies, government departments, brokers and industry bodies
 - Grow and manage ARPC's treaty portfolio for terrorism and cyclone risk
- Accountable for identification and mitigation of ARPC's and the Commonwealth's reinsurance risk.

Retrocession

- Lead the assessment, and potential placement of ARPC's retrocession program and ensure it fulfils ARPC's requirements to protect against losses from a Declared Terrorist Incident (DTI):
 - Manage ARPC's relationship with local and overseas retrocessionaires and the broking industry
 - Identify suitable retrocession structures, develop placement strategies and meet with global reinsurers annually to discuss ARPC's portfolio and exposure to terrorism risk
 - Oversee the drafting and negotiations of the retrocession contract and pricing
 - Liaise with CFO to manage the retrocession budgets and payments
 - Report progress and outcomes of the retrocession program to the Risk and Compliance Committee or Board.

Catastrophe Modelling

- Oversee the strategic and operational management of ARPC's Terrorism Blast and Bio/Chem Catastrophe and Geospatial blast Modelling programs of work
- Provide advice to the CEO on estimated losses from Declared Terrorist Incidents.

General Management

- Manage the retrocession broker contract and service level agreement
- Manage consultants contracts and service level agreements
- Liaise with ARPC's consulting actuarial consultants and ensure appropriate actuarial analysis is completed for risk, exposure, and loss
- As part of the event response team, assist in the organisational response in accordance with the Crisis Response Management Procedure.

Client relations

- Oversee the client relationship (insurance company customer) for all internal and external activities, excluding those related to operational claims management and claims audit.
- Ensure appropriate and effective reinsurance contracts are entered into and are administered so that legislative objectives and obligations are met.
- Establish and build client relationships by liaising on reinsurance topics and meeting with clients on a regular basis.
- Responsible for coordinating and resolving issues or disputes with clients, which may include assisting with claim dispute resolution.

Premium Audit Review Program

Oversee and provide strategic direction for:

- Establishing and maintaining an effective cedant review program which assists cedants to comply with ARPC's requirements under the Reinsurance Agreement
- Ensuring the program delivers optimal and demonstrable value to customers and to ARPC.

Functional leadership

- Provide strategic and operational leadership of assigned functions to ensure all initiatives and activities effectively support the achievement of ARPC's purpose, strategic objectives, role, and values.
- Lead your division and functions having regard to: identifying and managing risk; managing expenditure in line with budget; ensuring decisions are made in line with delegated authority; ensuring procurement decisions, oversight & approval of contract terms meet legal standards; ensuring system, processes and controls are in place to support operations; ARPC's policies and frameworks; monitoring divisional staff, resources and functions to ensure security controls are effectively maintained.
- Lead a team of professional employees (in accordance with ARPC's Capability Framework) and manage end-to-end employee matters such as recruitment, performance management and professional development.

- Establish and maintain a high performing culture of continuous learning and improvement.

As a member of the Senior Leadership Team:

- Develop and maintain a commercial understanding of the markets in which ARPC operates in order to contribute to short, medium and long-term business planning and development
- Identify immediate and forward-looking opportunities and risks impacting the business and recommend actions which mitigate risks and/or seize opportunities
- Lead the development of frameworks to measure the effectiveness of ARPC’s strategic objectives
- Support the CEO in execution of Corporate strategies
- In accordance with the Business Continuity Management Procedure, as part of the response team, contribute to the organisational response
- Contribute to overall leadership and management of the Corporation to achieve its strategic objectives.
- Contribute to the identification of business process improvement opportunities.

Key legislative / regulatory role responsibilities

- **Work Health and Safety Act 2011 (Cth), Officer**
- **Public Interest Disclosure Act 2013 (PID Act)**
- **Privacy Act 1988**
- **Freedom of Information Act 1982 (FOI Act)**
- **Protective Security Policy Framework**
- **National Anti-corruption Commission Act 2022 (NACC Act)**
- **Mandatory referrals – Commonwealth agencies (s. 33)**

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

Internal Relationships

- Build and maintain strong relationships across ARPC, Board Committee’s, Treasury Officials, Defence and other Government Agencies

External Relationships

- Build and maintain strong relationships with insurers, retrocessionaires, brokers, vendors and partners.
- The CUO owns the customer relationship and must be informed by the senior leadership team if a customer relationship issue arises.

Person specification

Qualifications and experience

Qualifications (indicate whether mandatory or desired)

- Tertiary qualification in a relevant field *Mandatory*
- ANZIF Senior Associate or Fellow *Desirable*

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

- Substantial experience in insurance/reinsurance mgmt. with significant experience in property underwriting *Mandatory*
- Knowledge or insurance, reinsurance banking or financial service *Mandatory*
- Knowledge of the working of government *Desirable*

Capabilities (skills, knowledge, technical or specialist capabilities)

- Deep underwriting expertise coupled with energy and passion for the Underwriting profession
- Deep knowledge of reinsurance products, actuarial pricing and structuring
- Strong understanding of contract law
- Ability to think strategically
- 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 including the Federal and State Government’s technical and security departments
- Well-developed commercial acumen
- Deep legislative and regulatory interpretation and application skills

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

Additional requirements

Nil

ARPC Values

- Integrity
- Respect
- Service
- Wellbeing

ARPC Capabilities (ARPC Capability Framework)

ARPC Capabilities describe behavioural expectations for all employees, by classification broadband.

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

Refer to ARPC’s intranet for detailed information on each of the capability areas.

Distinguishing Characteristics of SES1

- The focus of interactions, while often across the agency or directed inwardly with staff reporting to the role, extends to broader corporate leadership, and cross-government and external representation
- Takes responsibility for performance outcomes for a specific program, initiative, or for quality of advice provided
- Takes responsibility for the management and development of all staff in a branch/group
- Leads a branch/group in implementing programs, projects and initiatives
- Contributes to one or more elements of agency governance
- Recommends decisions on performance improvement initiatives and options
- Plans and manages budgeted resources
- Influential source of advice related to a specific area of knowledge or practice, which will form a key input to agency decision making processes
- Primary planning focus assumes an immediate current year but with an understanding of future implications

<p>Prepared by: <i>(Name & position)</i></p>	<p>Deborah Mellick, Interim Executive Manager Human Resources</p>	<p>Date:</p>	<p>April 2026</p>
<p>Approved by: <i>(Name & position)</i></p>	<p>Chris Wallace, Chief Executive Officer</p>	<p>Date:</p>	<p>April 2026</p>