

ARPC Position Description

Role title:	Director of Underwriting Cyclone		
Function:	Underwriting Cyclone	Classification broadband:	EL2
Location:	Sydney	Security clearance:	Baseline
Role reports to:	Chief Underwriting Officer (CUO)		
Direct reports:	Leads a small team		

Purpose of the role

The purpose of this role is to manage the cyclone reinsurance portfolio, including the delivery of ARPC's underwriting administration responsibilities under the Terrorism & Cyclone Insurance Act and represent ARPC with senior insurance representatives. The role is primarily responsible for establishing and managing contracts of reinsurance with insurers, overseeing ARPC's gross written premium and underwriting result, and reporting on key outcomes and trends to support the effective management ARPC's insurance risk.

Key accountabilities

Role model ARPC's Values and Code of Conduct and **demonstrate the leadership capabilities** set out in ARPC's Capability Framework.

Management of Cyclone Reinsurance Portfolio

- Manage:
 - Ongoing operational relationships of the portfolio of insurance companies within the cyclone pool;
 - Identification of new products issued by insurers that should be covered by the pool and ensuring that endorsements are issued
 - Oversee underwriting administration and quarterly premium reporting, ensuring activities are undertaken in accordance with ARPC's underwriting rules and delegated authorities;
 - Provide guidance and technical advice to cedants as they operate within the requirements of the Act and Regulations.
- Develop practice guides and technical materials to assist insurers with compliance of their obligations under the Terrorism and Cyclone Insurance Act
- Offer standard ARPC cyclone reinsurance to insurers:
 - Promote the ARPC within the insurance industry
 - Manage the development and implementation of the ARPC Cyclone Reinsurance Pool by liaising with insurance companies, brokers and industry bodies
- Perform analysis for risk, exposure and market developments for presentations and reporting
- Lead when necessary, ARPC communications to cedants for matters regarding the cyclone pool, PACE or other ad-hoc market communications
- Provide ongoing insights into the continuous improvement of underwriting procedures, manuals, and checklists to meet changing business needs, improve departmental efficiency and customer interactions while ensuring alignment with company guidelines and delegated levels of authority

Stakeholder Engagement

- Lead and manage cyclone client relationships including appropriate strategic and operational meetings
- Provide information to stakeholders in relation to reinsurance offered by ARPC
- Develop the market's understanding of the relevant legislation for the Cyclone Reinsurance Pool
- Perform analysis for risk, exposure and market developments for presentations and reporting

Functional leadership

- Lead a small team of professional employees (in accordance with ARPC's Capability Framework)
- Establish business budgets and business plans for the cyclone pool
- Develop and mentor colleagues as needed across the business

- Establish and maintain a high performing culture of continuous improvement Other - Identify and implement business process improvement opportunities - Lead and participate in ARPC Corporate projects as and when opportunities arise - 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 - Other tasks as directed to assist ARPC achieve its strategy and/or corporate objectives

Working relationships (key stakeholders, clients, customers, suppliers, providers, consultants, etc.)
Internal relationships - Build and maintain strong relationships with the ARPC team - Champion the underwriting department as a knowledge centre of excellence - Participate as a subject matter expert in new and ongoing projects and be a key conduit for the Underwriting Department with IT, Actuarial and Claims teams within ARPC External relationships - Build and maintain strong relationships with insurance customers, vendors, and partners

Person specification

Qualifications and experience
Qualifications - Tertiary qualification in Business/ Finance or related field – <i>Mandatory</i> - Qualified or prepared to study toward qualification to ANZIIF Fellow or Associate level - <i>Desired</i> Experience - Minimum five years experience in reinsurance underwriting, claims or client management - <i>Mandatory</i> - Technical knowledge of insurance, reinsurance, or financial service sector - <i>Mandatory</i> - Knowledge of Commonwealth Government particularly connections to Treasury or Department of Finance - <i>Desired</i> - Relevant experience in high level technical writing for different audiences and in different formats (including drafting papers and general market articles) - <i>Mandatory</i>

Key legislative / regulatory role responsibilities
Public Interest Disclosure Act 2013 (PID Act) - ARPC Managers may receive disclosures from staff they supervise or manage and are responsible for providing to an ARPC Authorised Officer as soon as practicable, any information provided to them that concerns disclosable conduct (within the definition of PID Act S.60A). - ARPC Managers must assist the ARPC CEO (or delegate) and/ or the Commonwealth Ombudsman in the conduct of a PID investigation. - 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 and/ 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 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. Security - Responsible for monitoring their staff (including contractors), resources and functions to ensure security controls are maintained and operate effectively. - Responsible to ensure that staff (including contractors) are aware of and practice the appropriate security procedures for protecting individuals, official information and other valuable resources.

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 and other capabilities

- Strong insurance knowledge and skills
- Reinsurance subject matter expert
- Ability to work as part of a team and autonomously, as a subject matter expert
- Excellent written and verbal communication skills demonstrated through business reports
- Champion risk culture values and a strong advocate for good customer outcomes
- Well-developed interpersonal skills and ability to build strong relationships with various stakeholders
- Promote continuous improvement to ARPC's products and services having regard to product assessments, IT solutions and business efficiencies
- Deep management expertise coupled with energy and passion for the underwriting profession
- Ability to think strategically, effectively negotiate and influence
- Strong interpersonal communication and service orientation
- Excellent analytical skills with the ability to derive simple insights from complex data
- Demonstrated ability to consult, influence and negotiate effectively with a wide range of internal and external stakeholders
- Astute attention to detail
- Well developed commercial acumen
- Sound legislative and regulatory interpretation and application skills
- Strong knowledge of the Microsoft Office suite including Word, PowerPoint, and Excel

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

ARPC Values

• Integrity	• Respect	• Service	• Wellbeing
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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
- Displays/exemplifies personal drive and integrity
- Communicates with influence

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

Approved by:	Cameron Hick, Chief Underwriting Officer Designate	Date:	28 August 2026
CEO approval:	Dr. Christopher Wallace, CEO	Date:	31 August 2026