Name:

Reports to: **Actuary – Technical Solutions**

Read and Understood All Pages: **Signed**………………………...

                                                     Date   ……../……../……..

Our Vision

Our vision is to be regarded as the most trusted specialist insurer within our core sectors. We will achieve this by delivering on three strategic goals: achieving sustainable profitable growth in our core sectors, having expert and engaged people, and operating profitably and cost effectively to give back to our community.

Role summary

The Actuarial Analyst is responsible for providing technical support across the business on the rating tools and assist the Actuary – Technical Solutions to develop and implement an effective pricing strategy for Ansvar's general insurance business, including overall pricing, rating structure and business strategies.

Key responsibilities

The key responsibilities of the Actuarial Analyst are to:
1. Develop and maintain rating tools
2. Act as a subject matter expert in Excel and provide guidance and education to various areas of the business
3. Analyse data and calculate the probability of costs associated with particular events
4. Assist the Actuary – Technical Solutions to analyse and monitor product and portfolio performance across all classes of business
5. Contribute to developing a workplace learning environment
6. Contribute to the alignment of risk and compliance management practises to Ansvar's strategic objectives by sitting in the first line of defence

Key responsibilities (in detail)

1. Develop and maintain rating tools and technical pricing models

- Develop and maintain rating tools, in conjunction Actuary – Technical Solutions to be used for pricing all business underwritten by Ansvar
- Introduce additional rating factors with the objective of improving product risk selection in order to maximise Company growth and profitability
- Modify rating tools to include statutory notices, statutory charges, marketing requirements, changes to underwriting rules, data entry improvements and data transfer to I90 improvements
- Modify Catastrophe loadings as new models become available from external providers
- Produce accurate and insightful reporting as directed
- Develop innovative pricing metrics and rating factors to assist in the Company's strategic growth and objectives

2. Act as a subject matter expert in Excel and provide guidance and education to various areas of the business

- Assist all internal divisions by being their point of contact for technical advice
- Provide ongoing support and education to help strengthen the internal underwriting capability

3. Analyse data as directed and calculate the probability of and costs associated with particular events

- Analyse mathematical, statistical, demographic, financial, economic and social data in order to predict and assess the long-term risks involved in financial decisions and planning
- Investigate pricing data to identify patterns to drive sustainable growth
- Research and analyse risk and claim trends to estimate financial impacts on products

4. Assist the Actuary – Technical Solutions to analyse and monitor product and portfolio performance across all classes of business

- Provide technical and financial analysis support to the Underwriting Portfolio Managers
- Develop and deliver detailed monitoring reports for each product in a timely and informative fashion
- Contribute towards the continual improvement of business processes particularly in the reinsurance and actuarial space

5. **Contribute to developing a workplace learning environment**

- Keep up to date with Company products, systems and procedures, as well as all relevant legislation
- Attend appropriate workshops, events and activities, as well as reading professional publications and material on relevant subjects, and sharing knowledge with team members
- Contribute to the review and development of systems, policies, practices and procedures
- Meet regularly with the Actuary- Technical Solutions to determine priories and deadlines, as well as to discuss progress towards objectives and gaining assistance as and when required
- Support and guide internal colleagues on systems and processes
- Promote the importance of embracing Ansvar's values in delivering outstanding customer service our distribution partners and customers

6. **Contribute to the alignment of risk and compliance management practises to Ansvar's strategic objectives by sitting in the first line of defence**

- Identify potential risks to the business, managing and controlling those risks appropriately; including identifying, assessing and effectively managing potential business continuity risks
- Maintain compliance and adherence to all laws and company regulations, policies and procedures
- Align risk and compliance management with practices within the account
- Ensure awareness with Trade Practices, Privacy and other legal obligations
- Assist in maintaining integrity of data management through total utilisation of CRM, Qlikview and other business critical data sources as required

You will also be required to assist the Actuary – Technical Solutions and Reinsurance Pricing Manager with any other duties as required from time to time

Behavioural expectations and competencies
- Passion for delivery of high customer service and meeting deadlines
- Embraces and consistently displays Ansvar's values (See below)
- Passionate about the business and highly motivated to achieve Company objectives
- Responds positively to change
- Determination to be "The Best" both individually and as part of the Company
- Ability to create a positive working environment
- Flexible attitude with a 'can-do' approach and a willingness to help out as required
- Excellent listening and communication skills plus the ability to take direction and receive and provide constructive feedback
- Sets and maintains high standards of performance, both personally and for the Company
- Excellent people skills and ability to build and maintain good relationships with colleagues, business partners and customers
- Highly disciplined, with excellent planning and time-management skills and the ability to work effectively under tight deadlines and pressure
- Very good understanding of the roles of the other business functions
- Excellent team player, assisting by sharing knowledge and skills across the Company
- Facilitates a work place learning environment and culture that fosters continuous improvement
- Strong attention to detail skills with the ability to analyse and report complex information in a concise manner
- Decisiveness on critical business issues and sound decision making
- Willingness to learn about the commercial realities of the Australian general insurance industry

Technical competencies and experience
- A modern and progressive approach to business practices will be required
- Strong personal, written and verbal communication skills with the ability to establish rapport and negotiate with key internal and external stakeholders to achieve Company objectives
- Strong computer literacy skills, including sound knowledge of Microsoft Office Suite such as Word, PowerPoint and Outlook programs with superior Microsoft Excel capability including VBA
- Aptitude and willingness to learn Python Django and SAS
- Proven track record of meeting KPIs/business goals and targets
- Aptitude and willingness to learn general insurance actuarial work

- Meticulous attention to detail possessing a high level of accuracy
- Exemplary data analysis & investigatory skills, particularly around data integrity, mining and manipulation
- Develop an excellent Knowledge of I90 database, reporting from I90, interface with raters and the Qlikview reporting database
- Able to apply statistical analysis and the application of numbers to a commercial environment
- Excellent report writing and commentary skills, demonstrating the ability to synthesise information from multiple data sources as and when appropriate
- Excellent presentation, analytical and numerical skills
- Excellent analytical and abstract reasoning skills, plus excellent organisation skills
- Strong statistical modelling
- Willingness to learn about most aspects of general insurance including a practical understanding of commercial insurance principles, policies, pricing, reinsurance, claims and risk management
- Willingness to learn about commercial, negotiation and management skills
- An Undergraduate Degree in Actuarial studies, Mathematics, Statistics, Computer Science or equivalent relevant disciplines
- Some experience in a quantitative analysis role would be desirable

Remuneration

Appropriate remuneration will apply.