



Australian Government

Comcare

PUTTING YOU *FIRST*

Director, Liability Management

**Executive Level 2
Insurance Group
Ongoing Vacancy - Full-time
Canberra/Melbourne/Sydney**

Contact Officer

Bruce Watson, Executive General Manager, Claims and Liability Management on 02 6276 0928

Closing date

Monday, 27 October 2014 at 11:00pm (Australian Eastern Standard Time)

How to apply

1. In one combined word document include
 - a. your completed Application Cover Sheet (the last page of this document),
 - b. your responses addressing the selection criteria; and
 - c. your resume outlining your work history, relevant qualifications and training.
2. [Apply online](#) - When applying you will be asked to upload your combined application and enter your personal details.

The Role

The Director, Liability Management Team will apply actuarial and financial analysis to identify solutions to ensure the financial sustainability of Comcare's compensation schemes. The Director is responsible for managing the premium setting process and supports the claims management operations by developing and providing insightful performance reporting.

As the Director you will be outcomes focused and have the ability to plan strategically and initiate, implement, manage and evaluate complex projects and initiatives. You will have strong written and oral communication skills, clearly explaining technical issues and making appropriate recommendations

You will provide high level expert advice on complex issues, policy, legislation, systems and processes while maintaining and developing key strategic relationships with all stakeholders. You will effectively manage change and conflict, contribute to wider Comcare planning and participate in determining broader APS objectives. You will be responsible for developing budgets and managing finances for the Team.

You will have high level leadership capability and superior management skills that demonstrate an ability to achieve organisational objectives when leading, contributing and collaborating within large teams. You will also be able to evaluate team and individual performance and develop staff.

Qualifications/Experience

Mandatory:

- The applicant must be a Fellow of the Institute of Actuaries of Australia or an Associate who has met the Institute's criteria to describe themselves as an 'actuary', including sufficient relevant experience.
- Experience in a comparable role with a compensation scheme and /or insurer.

Duty statement

1. Ensure the Division is provided with insightful reporting and analysis of claims and operational performance relative to business objectives.
2. Provide responsive analytical services to the Division.
3. Provide analytical services to stakeholders and partners on behalf of the Division.
4. Facilitate provision and assure the quality of external actuarial valuations, premium pool advice and financial projections.
5. Determine agency premiums based on risk, communicate premiums with agencies to support improved outcomes and continuously improve the premium model.
6. Develop best practice prudential management policies and provide advice to ensure on-going compliance.
7. Establish and maintain key strategic internal and external stakeholder relationships through periods of change, resolving conflicts and managing sensitivities.
8. Provide high level expert advice on policy, legislation, systems and processes while initiating, overseeing and approving a range of sensitive and complex workplace and client related documents.
9. Strategically plan, implement, manage, review and evaluate complex programs, projects and initiatives with a focus on achieving outcomes and leading continuous improvement and change.
10. Facilitate the prioritisation and development of reports for the Division.
11. Provide expert input into ongoing development of the data warehouse and reporting systems.
12. Undertake strategic and operational business planning activities and provide expert input to Divisional strategies.
13. Develop budgets and manage finances, contracts, procurement and expenditure within the section.
14. Lead, manage, monitor, review and evaluate team and individual performance providing regular feedback.
15. Develop, coach and mentor staff to build commitment to shared goals.
16. Collaborate, participate and contribute to Comcare and broader APS objectives.
17. Lead and exemplify a healthy and safe working environment, modelling and promoting ethical behaviour and practices consistent with the [APS Values](#) and [APS Code of Conduct](#).

How to apply

Your statement of claims against the selection criteria is your opportunity to demonstrate your competency and is the most important factor in determining whether your application will be short-listed. Your claims against each criterion should be no longer than a page.

It is recommended that you address each selection criterion and provide evidence of your suitability. Give examples from your current or past role(s) which demonstrate how you meet the criterion. The STAR approach is one way of presenting information against selection criteria. For each criteria think about the following and use these points to form sentences:

Situation: Set the context by describing the circumstance whether you used the skills or qualities and gained the experience.

Task: What was your role?

Approach: What did you do and how did you do it?

Result: What did you achieve?

What was the end result and how does it relate to the job you are applying for?

For more information on how to apply for jobs in the Australian Public Service please go

to: <http://www.apsc.gov.au/publications-and-media/current-publications/cracking-the-code>

The Selection Process

Comcare uses a competitive merit process. This process will likely take approximately six weeks for short listing, interviewing, reference checking and offers to be made.

Selection Criteria

The following selection criteria are based on [the Australian Public Service Commission's Integrated Leadership System \(ILS\)](#).

1. Job specific

- o Experience in providing actuarial and financial analysis within a workers' compensation scheme or general insurance company.

2. Shapes strategic thinking

- o Provide an example of how you have shaped and contributed to the formulation and achievement of a team and/or business goal.

3. Achieves results

- o Explain how you contribute your own expertise to achieve improved financial outcomes for a workers' compensation scheme or a general insurance company.

4. Cultivates productive working relationships

- o Describe how you have used your ability to nurture and facilitate cooperation through internal and external relationships, partnerships or networks.
- o Provide an example that illustrates your ability to lead, guide and develop people to ensure the team works effectively.

5. Exemplifies personal drive and integrity

- o Provide an example of how you have applied energy and drive to your work and taken personal responsibility for meeting objectives and progressing projects.
- o Provide an example of how you have managed poor performance within a team environment.

6. Communicates with influence

- o Describe an example where you have used exceptional communication skills, verbally and in writing, and/or demonstrating your ability to listen and adapt your communication style.

What we offer

The remuneration package for this role will be determined based on the abilities, skills and experience of the successful applicant.

Comcare offers employees attractive employment conditions, including:

	DYNAMIC ORGANISATION It's a great time to work with Comcare. Get onboard and make a difference!		CAREER PATHWAY Comcare's capability and career framework allows you to easily identify the skills and competencies required in order for you to move up and along your desired career path.
	GENEROUS LEAVE ENTITLEMENTS Comcare's current Enterprise Agreement sets out some very attractive leave entitlements.		PERFORMANCE MANAGEMENT Achieve results through Performance Management. Everybody at Comcare has an Individual Action Plan (IAP). Pay point advancements are available through this process.
	STUDY LEAVE/STUDY OPTIONS Up to \$4,000 per year study assistance/ 5 hours per week paid study leave.		REWARD & RECOGNITION Comcare recognises that high performing staff are the key to its success, that's why staff who perform well are rewarded for their efforts through a formal reward and recognition process.
	LIFE BALANCE Flexible working arrangements, employee wellness programs and employee assistance programs.		CHRISTMAS CLOSEDOWN Comcare offices are closed from c.o.b. on the last working day before Christmas to the first working day after 1 January giving all employees a break and a chance to spend some time with family and friends.
	LEARNING AND DEVELOPMENT Structured on the job training + a year round calendar of professionally facilitated relevant courses.		GENEROUS REMUNERATION Comcare is able to offer generous remuneration points on engagement dependent on skills and experience.

RecruitAbility Scheme

recruit
ABILITY
employers embracing disability



Comcare is committed to supporting the employment and career development of people with disability. Our participation in the APS RecruitAbility scheme means you will be progressed to further assessment if you declare you have a disability (according to the definition below), opt into the scheme, and meet the minimum requirements for the position.

How do I opt into the RecruitAbility scheme?

You will be asked to indicate if you wish to opt into the RecruitAbility scheme in the Diversity section of the application form. You must answer "yes" to the question asking if you would like to participate in the scheme. Simply declaring that you have a disability will not automatically include you in the scheme.

To help improve the scheme, you will be asked to participate in a short online evaluation at a later stage in the selection process. The evaluation activity is anonymous, completely confidential and will not affect the selection process in any way.

Reasonable adjustments

We provide reasonable adjustments such as access, equipment or other practical support at relevant stages of the recruitment process. Please ask us if you need any adjustments made. recruitment@comcare.gov.au

Details about the RecruitAbility scheme can be found at the Australian Public Service Commission's website (<http://www.apsc.gov.au/disability/recruitability>).

What do we mean by disability?

For the purposes of the scheme, 'disability' is:

A limitation, restriction or impairment, which has lasted, or is likely to last, for at least six months and restricts everyday activities. This includes:

- *loss of sight (not corrected by glasses or contact lenses)*
- *loss of hearing where communication is restricted, or, an aid to assist with or substitute for hearing is used*
- *speech difficulties*
- *shortness of breath or breathing difficulties causing restriction*

- *chronic or recurrent pain or discomfort causing restriction*
- *blackouts, fits, or loss of consciousness*
- *difficulty learning or understanding*
- *incomplete use of arms or fingers*
- *difficulty gripping or holding things*
- *incomplete use of feet or legs*
- *nervous or emotional condition causing restriction*
- *restriction in physical activities or in doing physical work*
- *disfigurement or deformity*
- *mental illness or condition requiring help or supervision*
- *long-term effects of head injury, stroke or other brain damage causing restriction*
- *receiving treatment or medication for any other long-term conditions or ailments and still restricted*
- *any other long-term conditions resulting in a restriction.*

The two parts of the definition are the presence of a limitation, restriction or impairment which restricts everyday activities; and the expected longevity of the condition (6 months or more). This also includes episodic conditions.

The definition covers many types of disability listed. You do not need evidence of your disability to opt into the scheme, but you are making a declaration to the APS that you meet the definition.



Australian Government

PUTTING YOU *FIRST*

Comcare

Application Cover Sheet

Executive Level 2, Director, Liability Management Team, Insurance Group Canberra/Melbourne/Sydney					
Title			Birth Date (optional)		
Surname			Given Name		
Address					
Preferred Name			State		Postcode
Contact Number(s)	(M)	(W)		(H)	
Email Address					
Current Employer					
Position Title					
Are you an Australian Citizen?					
Have you received a redundancy benefit from an APS Agency or Parliament Service? If yes, please advise of the redundancy benefit period expiry date					
Have you ever been found to have breached the APS Code of Conduct?					
If yes, please specify employer's name.					
Do you have a disability?					
Do you require any special arrangements to be made for assessment e.g. interview? If yes, a member of the selection panel will contact you for more details					
If you have a disability (according to the definition on the pages above), do you wish to opt into the RecruitAbility scheme, and understand your application will need to be assessed as having met minimum requirements for the position?					
Please provide two current referees who have supervised and assessed your performance within the workplace.					
Name			Relationship		
Email			Contact		
Name			Relationship		
Email			Contact		