Position Description

Position Title:	Head of Actuarial Services
Position Number:	TBC
Classification:	STS7
Division:	Corporate Services
Business Unit:	Finance and Insurance
Reports to:	Deputy Chief Finance Officer
Location:	242 Exhibition Street, Melbourne/Hybrid

Position Purpose

The Head of Actuarial Services is a senior technical specialist role responsible for providing authoritative actuarial, insurance and financial advice to support the effective and sustainable management of the Building and Plumbing Commission's (BPC) insurance arrangements.

The role acts as BPC's internal subject-matter expert on insurance performance, actuarial valuations, provisioning, and insurance risk management. It ensures robust governance, high-quality analysis, and accurate interpretation of complex insurance data to inform executive and committee decision-making.

The position works with a high degree of autonomy, operating under broad direction from the Deputy Chief Finance Officer, and exercises professional judgement in resolving complex, and high-risk insurance issues.

The position serves as the primary liaison with the external Appointed Actuary, coordinating data provision, reviewing actuarial reports, and interpreting insights for senior management. The role will work closely with the Chief Insurance Officer and work collaboratively with a wide range of internal and external stakeholders—including Senior leaders, risk and finance teams, reinsurers, auditors, and government entities—to support informed decision-making.

A key focus of the role is analysing claims and premium data to build deep understanding of long-term experience drivers, enhance integration across claims processes, and deliver clear, insightful reporting. The role also supports finance through the development of insurance provisions and alignment with actuarial valuations.

It contributes to reinsurance strategy, ongoing monitoring of reinsurance performance, and the development of BPC's insurance risk management framework, with an emphasis on governance and financial outcomes. Additionally, the position prepares reporting for governance committees and collaborates within multidisciplinary teams to deliver enterprise-wide solutions.

About the Building and Plumbing Commission

BPC is Victoria’s regulator for building and plumbing.

It supports the growing Victorian community through the developments of harms-based regulation that is proactive and informed by data and intelligence. The BPC regulates for better consumer outcomes and is committed to safety, compliance and buildings that last.

The BPC’s aim is to improve the experience for consumers in the building system by overseeing all aspects of building quality control – regulation, insurance and dispute resolution. The BPC aspires to be a leading and trusted regulator, emphasising consumer outcomes, clear communication with practitioners, efficient processes, and a commitment to public interest

The BPC brings key regulatory, dispute resolution, and insurance functions related to the building and plumbing industry together under one roof, streamlining the process for consumers and industry, and enabling the regulator to have oversight of all complaints so they can be handled more effectively and efficiently.

You can find further information about our role, annual reports, structure, careers and other activities at BPC.

About the Division

Corporate Services

The Corporate Services division brings together core corporate functions to enable the organisation to deliver its regulatory functions.

The division partners across the organisation to provide integrated strategic, advisory and operational services across the following areas:

- **Assurance and Resilience** – leads assurance activities, risk-based review, and business continuity planning to strengthen organisational resilience.
- **Finance and Insurance**– provides financial stewardship, statutory reporting and compliance, budgeting and forecasting, and oversight of insurance performance
- **Projects, Procurement and Facilities** – delivers operational projects, procurement and contract management, and facilities and workplace services.
- **Security of Payment** – supports the administration and continuous improvement of security of payment functions, processes and reporting under the *Building and Construction Industry Security of Payment Act 2002.*
- **Technology Strategy and Reform** – sets technology and data direction and delivery oversight, including AI enablement, to drive digital reform and continuous improvement.

The Building & Plumbing Commission (BPC) is Victoria’s new regulator for building and plumbing, you can find further information about our role, annual reports, structure, careers and other activities at BPC.

Our Values

Do what's right:	Acting with fairness, respect and integrity.
Act with purpose:	Taking responsibility for actions, following through and owning the outcome.
Work together:	Working as one team sharing, supporting and aligning to deliver results.
Strive for better:	Always learning to get better outcomes.

Do what’s right **Act with purpose** **Work together** **Strive for better**

Key Accountabilities

1. Provide expert actuarial and insurance advice to senior management on insurance performance, governance, funding adequacy, and long-term sustainability and reporting.
2. Act as BPC's internal technical authority on actuarial valuation methodologies, insurance accounting treatment, and insurance risk measurement.
3. Act as the primary interface with the external Appointed Actuary, including coordinating data provision, reviewing valuation reports, and translating actuarial findings into clear business implications for management and governance committees

1. Lead actuarial liaison with senior management, committees, external fund managers, auditors, risk managers, and support reporting to the Insurance and Investment Committee.
2. Analyse claims, premiums, and operational data to deliver accurate, insightful reporting, identify long-term claims drivers, emerging risks and assess the effectiveness of claims cost management and recoveries.

4. Support finance functions through the development and review of insurance provisions and associated disclosures.
5. Ensure alignment between actuarial valuations, accounting treatments, and financial reporting requirements, including AASB 1023 and AASB 17 and provide technical input to audits and financial assurance activities.

3. Provide specialist advice on reinsurance structures and solutions, monitor reinsurance performance, and contribute to the development and ongoing improvement of BPC's insurance risk management framework, with a focus on governance and financial sustainability.

6. Provide strategic and operational leadership to a high-performing team cultivating a culture of collaboration, continuous improvement, and results achievement.

Key Selection Criteria

Knowledge & Skills

1. **Specialist Expertise:** Advanced professional expertise in insurance, with demonstrated experience applying actuarial principles within general insurance or actuarial consulting environments.
2. **Specialist Expertise:** Strong technical understanding actuarial valuation methodologies, insurance accounting, and financial reporting requirements including proven experience contributing to insurance risk management frameworks, including risk measurement, mitigation strategies, governance oversight, and reinsurance assessment.

3. **Specialist Expertise:** Detailed understanding of actuarial valuation methodologies and accounting for insurance entities, including an understanding of the principals and requirements of the AASB1023 and AASB17 accounting standards.
4. **Written Communication**: Identifies key messages and information required for decision making; provides advice on influencing and the needs of target audiences; provides advice on the content and style appropriate for audience.
5. **Verbal Communication**: Clearly and confidently communicates with people at all levels of the organisation; understands and meets the needs of target audience; uses audience feedback to refine communication and ensure communications are understood; handles difficult and sensitive communications well.
6. **Influence and Negotiation**: Develops long-term, complex and multi-phased plans to influence others; implements complex strategies to build buy-in and support from key internal and external clients or stakeholders; uses a variety of different influencing approaches tailored to different clients; effectively negotiates with clients/stakeholders to achieve desired outcomes.
7. **Environmental Scanning**: Builds awareness and understanding of economic and political trends that may affect the organisation; establishes and uses references and networks to gather strategic information from local, interstate and overseas sources.
8. **Stakeholder Management**: Identifies and manages a range of complex and often competing needs; identifies issues in common for one or more stakeholders and uses them to build mutually beneficial partnerships; finds innovative solutions to resolve stakeholder issues.
9. **Commercial Skills**: Guides and challenges team to continually strive for the best impact from resources invested; decisively manages financial issues and responsibilities; challenges others to seek more efficient ways of doing things; focuses on activities and projects that will bring the best long- term return for the organisation
10. **Problem Solving**: Anticipates potential problems and pre-empts required actions; continually liaises with key stakeholders to ensure full understanding of the issues; evaluates implemented courses of action and makes adjustments as required.

Personal Qualities

4. **Conceptual and Analytical Ability**: Deals with concepts and complexity comfortably; uses analytical and conceptual skills to reason through problems; has creative ideas and can project how these can link to innovations.
5. **Decisiveness**: Makes rational and sound decisions based on a consideration of the facts and alternatives; makes tough decisions, sometimes with incomplete information; evaluates rational and emotional elements of situations; makes quick decisions where required; commits to a definite course of action.
6. **Detail Focus**: Observes fine details; identifies gaps in information; looks for logical sequences of information; highlights practical considerations of plans and activities.
7. **Integrity:** Committed to the public interest; operates in a manner that is consistent with the organisations code of conduct; inspires trust by treating all individuals fairly.

Qualifications

Desirable

- A relevant tertiary qualification in the field of actuarial science, risk management or Commerce is highly desirable
- Preferably a Fellow of the Actuaries Institute of Australia or similar international body

Position Specific Requirements

This position has the following specific requirements:

- Current Victorian driver's licence.
- We support a hybrid workplace however this role will be required to work predominantly from our 242 Exhibition Street, Melbourne office.
- Ability to travel within Victoria.
- Flexibility to perform some work outside of hours where required.
- Completion a Declaration of Private Interests.

Additional Information

Employment eligibility

Applicants must be an Australian Citizen, Permanent Resident, or hold a valid work permit or visa.

All new appointments to the BPC will be subject to a National Police Records Check.

All new appointments to the BPC will be subject to a probation period of six months.

Terms and conditions of employment

Conditions of employment will be governed by the *Victorian Building Authority Enterprise Agreement 2024*.

All BPC employees are required to comply with the Code of Conduct for Victorian Public Sector Employees, the Victorian Public Sector Values and the BPC Values.

This purpose of this position description is to provide an overview of the role. Changes to the position should be expected, reflecting changes in the BPC's objectives and priorities, activities, or role focus.

Safety and wellbeing

The BPC is committed to supporting the safety and wellbeing of our employees.

All employees have the responsibility to behave in a manner, which ensures their acts do not adversely affect the health, safety and wellbeing of themselves or anyone else.

Equal opportunity employer

BPC is an equal opportunity employer and welcomes applicants from a diverse range of back-grounds. It is a policy of the organisation to provide reasonable adjustments for applicants with disabilities on request.

Balancing work and life

We understand that work/life balance is an important part of our employees' lives. BPC offers a range of short term and long-term flexible work arrangements to enable you to balance home and work life. This includes job sharing, working from home, part-time work, flexible working hours and the ability to purchase additional leave.

Hybrid Working

We know that effective hybrid working environments enable productivity, connection, and better work-life balance.

Hybrid work is when people deliver work from a mix of home and BPC office. While anyone can choose to work from BPC office full time, our people generally prefer a mix of home and office-based working.

Our expectation is for our people to work from BPC office at least three days a week for full time employees. Flexible working arrangements and workplace adjustments can be made on a case-by-case basis.

Values

BPC are committed to our values and the values of the Victorian Public Sector.

You can find further information at

Careers | Victorian Building Authority

Public sector values

Further information

You can find further information at

BPC