



POSITION DESCRIPTION

Division: ACT Insurance Authority

Position Number: E259

Position Title: Executive Branch Manager,
ACT Insurance Authority

Location: Canberra

Last Reviewed: January 2026

Classification: Executive Level 1.4

The Australian Capital Territory Public Service (ACTPS) is a values based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation, as well demonstrate the related signature behaviours.

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

The **Strategic Policy and Finance Group** within Treasury is made up of 3 sub-groups, namely:

- The **ACT Insurance Authority (ACTIA)** is a Statutory Authority, providing insurance, claims and risk management services for the ACT Government. The Authority also administers the Office of the Nominal Defendant of the ACT, for default claims under the ACT Motor Accident Injury Scheme and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.
- Shared Services Finance (SSF) is responsible for providing essential services to the ACT Government directorates including financial accounting and reporting, accounts payable and receivable, taxation and banking services.
- Investments and Borrowing (IB) is responsible for the management of the ACT's assets and liabilities including superannuation liabilities and investments.

BUSINESS UNIT OVERVIEW

The Australian Capital Territory Insurance Authority (the Authority) is established under the *ACT Insurance Authority Act 2005* (the Act).

The Act establishes the Authority as the ACT Government's captive insurer providing insurance services to all ACT Government directorates and statutory authorities, to meet the insurable claims and losses of ACT Government agencies.

The Authority's captive insurance model protects the ACT Government budget from a range of catastrophic and accumulated risk exposures through its reinsurance arrangements, and the accumulation of a fund reserve to meet the cost of future asset losses and legal liabilities that occur as a result of the activities of Government.

The Authority works to protect the assets and services of the Territory by providing risk management and insurance services to a large and diverse group of ACT Government client agencies and entities.

The Authority reports to the Minister for Finance through the Under Treasurer, Chief Minister, Treasury and Economic Development Directorate (CMTEDD) and is financed through risk-based premiums that reflect the asset holdings and liability risks faced by each insured agency.

The portfolio provides insurance cover for an insurable value of approximately \$29.7 billion of the Territory's assets, with annual premium revenue of \$61.7 million, \$328.2 million in investments and other assets and \$328.8 million in total liabilities.

The Authority also performs the function of Fund Manager for the Office of the Nominal Defendant of the ACT for default claims under the ACT Compulsory Third-Party Insurance Scheme, and the Default Insurance Fund, for default claims under the ACT Private Workers' Compensation Scheme.

POSITION OVERVIEW

The Executive Branch Manager is responsible for providing strategic and operational leadership in support of a team providing a range of insurance and risk management related services to a diverse group of ACT Government Directorate client agencies and entities.

The Executive Branch Manager reports to the Executive Group Manager, Strategic Policy and Finance and works collaboratively and maintains productive relationships with other Executives within CMTEDD, as well as with other key government stakeholders.

The Authority also manages the Default Insurance Fund which provides protection for injured workers where insurance is not available, and the Nominal Defendant which insures persons injured in motor vehicle accidents where Compulsory Third Party Insurance is unavailable

The primary responsibilities for this position are:

- provide professional advice to the ACT Government and territory agencies on insurance and risk management issues;
- deliver a value for money reinsurance program to protect the Territory budget;
- continue to maximise reinsurance recoveries;
- review the Territory asset register as part of the insurance renewal process;
- develop business practices which will enable the Authority to achieve best practice results, and if feasible, reduced premiums for agencies;
- proactively manage claims against the Territory in consultation with agency stakeholders and in accordance with the ACT model litigant requirements;

- conduct regular reviews of existing claims to ensure that appropriate management is being applied and that realistic claim estimates are included in financial statements;
- facilitate agency access to the claims reporting and data analysis to support a risk managed approach to operational and asset management;
- continue to assist agencies with the application of the ACT Government Risk Management Policy;
- work with agencies to reduce the number and severity of incidents and ultimate claims cost;
- deliver to agencies a program of general and targeted risk management training;
- administer the Office of the Nominal Defendant of the ACT; and
- administer the Default Insurance Fund on behalf of the Chief Minister, Treasury and Economic Development Directorate

WHAT YOU WILL DO

The Executive Branch Manager is responsible for providing strategic and operational leadership in support of a team providing a range of insurance and risk management related services to a diverse group of ACT Government Directorates client agencies and entities.

The Executive Branch Manager reports to the Executive Group Manager, Shared Services and ACTIA and works collaboratively and maintains productive relationships with other Executives within CMTEDD, as well as with other key government stakeholders.

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EXECUTIVE CAPABILITIES

Applications should address the selection criteria below which are based on the ACTPS Executive Capabilities:

Leads and values people

- Motivates and develops people
- Values diversity and respects individuals
- Builds a culture of improving practice

Shapes strategic thinking

- Inspires a sense of purpose and direction
- Encourages innovation and engages with risk
- Thinks broadly and develops solutions

Achieve results with integrity

- Develops organisational capability to deliver results
- Manages resources wisely and with probity
- Progresses evidence based policies and procedures
- Shows sound judgement, is responsive and ethical

Fosters collaboration

- Listens and communicates with influence
- Engages efficiently across government
- Builds and maintains key relationships

Exemplifies citizen, community and service focus

- Understands, anticipates and evaluates client needs
- Creates partnerships and co-operation
- Works to improve outcomes

Executive Capabilities are a way of describing the behaviours that characterise successful ACTPS executives and the values and personal attributes that support these behaviours. They also provide an integrated and consistent means of assisting executives to identify developmental needs and achieve significant and measurable growth in areas such as leadership, strategic vision and effective management.

Information on Executive Capabilities for the ACTPS is available at <https://www.cmtedd.act.gov.au/employment-framework/for-executives/actps-executive-employment-conditions>

Applicants with insurance related and risk management experience is highly desirable.