



POSITION DESCRIPTION AXA NZ

(Version 1.0 Created 06/2008)

POSITION TITLE:	Risk and Compliance Analyst	Last Modified 10-06-10
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Functional Unit:	Risk & Compliance	Division/Team:	Legal, Risk & Compliance
POSITION CODE: <i>(completed by HR)</i>		GRADE 1-9 /PACKAGED: <i>(completed by HR)</i>	7
PURPOSE OF POSITION:	<p>To provide support in ensuring legislative and compliance requirements are met for the Whole of Life and Endowment products offered by AXA.</p> <p>To provide key support in management of complaints and queries relating to AXA products policies and services.</p> <p>To assist the business with the development, implementation and maintenance of policies, procedures, and supporting infrastructures to ensure effective risk management, and compliance with regulatory requirements relevant to all AXA New Zealand operations and product offerings.</p>		
REPORTING TO (POSITION TITLE):	DIRECT	INDIRECT	
	<ul style="list-style-type: none"> ▪ Risk and Compliance Manager 	<ul style="list-style-type: none"> ▪ 	
NO. OF REPORTS:	DIRECT	INDIRECT	
	<ul style="list-style-type: none"> ▪ N/a 	<ul style="list-style-type: none"> ▪ N/a 	
KEY RESPONSIBILITIES: <i>(include financial responsibilities)</i>	<ul style="list-style-type: none"> ▪ Obtain a thorough understanding of AXA's products and services ▪ Ensure compliance requirements are met for AXA NZ Life Policies including reviewing documents and updating where required; acting as an intermediary between the other review parties (Kensington Swan (or other legal advisers) Public Trust, PWC, the Companies Office and AXA Australia); coordinating all amendments and then liaising with the Design Team and / or printers for the production and distribution of the investment statement. ▪ To provide key support in management of complaints and queries relating to AXA products, policies and services – including liaison with authorities such as the Insurance and Savings Ombudsman, Government Actuary, Securities Commission, Privacy Commissioner, and Companies Office as required. ▪ Assist the business with the development implementation and maintenance of policies, procedures, and supporting infrastructures to ensure effective risk management relevant to all AXA New Zealand operations and product offerings. This includes AXA Group Policies, Anti-money Laundering initiatives, and Business Continuity Management, Gifts and Entertainment, Privacy, Events and Breaches, Whistleblower, Complaints Management. ▪ Perform the role of Privacy Officer for AXA New Zealand 		

	<ul style="list-style-type: none"> ▪ Preparation of compliance reporting for committees such as the Investment Business Committee and Risk Management and Compliance Committee ▪ To work with other members of the Legal Risk and Compliance team, assisting to ensure legislative and compliance requirements are met for funds and products offered by AXA Assure, and Assure Funds Management as appropriate ▪ Exhibit professional and ethical behaviour in your actions by ensuring compliance with external legislation, company standards and internal operating policies and procedures relevant to the position. ▪ Coaching, and cross training as appropriate with other team members to ensure team objectives are met, including those of knowledge sharing, and effective peer review processes. ▪ Other tasks as required by the Risk and Compliance Manager. 				
KEY MEASURES: <i>(include financial targets)</i>	Scorecard Key Performance Indicators (to be determined) Team Financial Operational Market				
DECISION MAKING RESPONSIBILITY:	<ul style="list-style-type: none"> ▪ Advise and report to the Risk and Compliance Manager and, where required, Head of Legal Risk and Compliance 				
KEY INTERNAL & EXTERNAL CUSTOMERS:	<table border="1"> <thead> <tr> <th data-bbox="422 963 981 996">Internal</th> <th data-bbox="981 963 1508 996">External</th> </tr> </thead> <tbody> <tr> <td data-bbox="422 996 981 1388"> <ul style="list-style-type: none"> ▪ Head of Legal Risk and Compliance ▪ Each Business Unit of the AXA NZ Group ▪ Members of the NZ Executive Leadership Team ▪ Group Operational Risk ▪ Group Compliance </td> <td data-bbox="981 996 1508 1388"> <ul style="list-style-type: none"> ▪ New Zealand Companies Office ▪ New Zealand Securities Commission ▪ Australian Prudential Regulation Authority ('APRA') ▪ Australian Securities and Investments Commission ('ASIC') ▪ Investment Savings and Insurance Association of New Zealand inc. ('ISI') ▪ PricewaterhouseCoopers (AXA APH Group auditors) ▪ Reserve Bank of New Zealand ▪ Ministry of Justice, Ministry of Economic Development. </td> </tr> </tbody> </table>	Internal	External	<ul style="list-style-type: none"> ▪ Head of Legal Risk and Compliance ▪ Each Business Unit of the AXA NZ Group ▪ Members of the NZ Executive Leadership Team ▪ Group Operational Risk ▪ Group Compliance 	<ul style="list-style-type: none"> ▪ New Zealand Companies Office ▪ New Zealand Securities Commission ▪ Australian Prudential Regulation Authority ('APRA') ▪ Australian Securities and Investments Commission ('ASIC') ▪ Investment Savings and Insurance Association of New Zealand inc. ('ISI') ▪ PricewaterhouseCoopers (AXA APH Group auditors) ▪ Reserve Bank of New Zealand ▪ Ministry of Justice, Ministry of Economic Development.
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TECHNICAL COMPETENCIES:	<ul style="list-style-type: none"> ▪ Excellent written and oral communication skills ▪ Working knowledge of financial protection products, claims and underwriting ▪ Working knowledge of retail investment products, in particular unit trusts and superannuation schemes ▪ Excellent time management and prioritisation skills ▪ Knowledge of relevant legislative and regulatory requirements such as the Securities Act and regulations, Superannuation Schemes Act, Life Insurance Act, Financial Reporting Act. ▪ Has the ability to work without supervision, prioritise work and manage time successfully ▪ Able to develop excellent working relationships with external professionals – auditors, trustee, legal advisers, government organisations and others as appropriate ▪ Able to develop excellent internal relationships – with members of the Legal Risk and Compliance team, AXA GI, the Marketing and Financial Protection team, Finance, Investment Accounting and the Client Service teams. 				

**EXPERIENCE &
QUALIFICATIONS:**

- Has keen attention to detail
- Results orientated individual with high level of personal accountability.
- Tertiary Degree
- Experience in financial services industry
- Experience in writing for a variety of audiences including: board and other governance committees; project teams; submissions to Select Committees and letters to consumers.

**LEADERSHIP
LEVEL:
OPERATIONAL
LEADERSHIP**

**LEADERSHIP BEHAVIOURS FOR OPERATIONAL LEADERSHIP
LEVEL:**

BUILD TO GROW

Strategic vision

- Understands strategic themes and applies them in an operational context
- Recognition and awareness of opportunities and trends
- Demonstrates knowledge of own area of expertise and a broader understanding of AXA business

Building capability

- Provides specific, timely constructive feedback on performance
- Coaches team members to enhance their individual performance

FOCUS ON CUSTOMER

- Knows competitors within the industry and understands the product/services provided
- Strives to exceed customers' expectations through high quality service and delivery outcomes
- Understands new customer segments and trends
- Establishes and maintains effective relationships with customers through achieving mutually agreeable solutions

CATALYSE HIGH PERFORMANCE

Team leadership

- Provides understanding and encourages commitment by team members on team goals, roles and responsibilities
- Rewards and recognises team members who demonstrate commitment and achievement of team goals
- Seeks detail, analyses and considers various alternatives
- Encourages team to accept accountability and ownership of team goals

Change leadership

- Promotes and provides understanding of organisational decisions to the team, recognising impact or implications a decision may have
- Acknowledges and supports team members who demonstrate initiative for change opportunities

SHARE TO SUCCEED

- Promotes supporting of and collaborating with other teams
- Encourages team to respect individual differences
- Actively encourages contribution to team objectives
- Provides expertise and shares knowledge to positively develop others
- Effectively balances individual and team goals

LEAD THROUGH ACTIONS

Results orientation

- Promotes and demonstrates achievement of team goals
- Implements ongoing improvements to continually enhance performance

Living through AXA values

- Promotes AXA values and acts accordingly

- Accepts and supports difficult or unpopular messages