



Government
Actuary's
Department

Actuaries in Government

We're hiring!

January 2024



Make a difference in the public sector



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Positions available

You may apply for multiple positions set out in the table below.

Positions	Team	Location	Grades*	Salary*	Hours**	Status**
Consulting Actuaries	Public Service Pensions	London & Edinburgh	Bands 1-4	£62-109k	Full or Part time	Permanent or Fixed Term
Consulting Actuaries	Specialist Actuarial	London & Edinburgh	Bands 1-4	£62-109k	Full or Part time	Permanent or Fixed Term

* As set out [here](#), GAD offer salaries based on expected level of responsibility, on applying you will be asked for your desired level of responsibility, the salary offered will be based on the assessment

** You have the choice of both the hours and status of your contract

Why work for GAD?

Make a difference

Impact the lives of many, if not all, people in the UK

Broaden your career

Develop your career through unique actuarial challenges

Be included, respected and valued

We will nurture your career, give you flexibility and help you build your reputation across UK government

What does GAD do?

GAD provides actuarial solutions including financial risk analysis, modelling and advice to support the UK public sector.

We are a small department of around 220 actuaries, analysts and other professionals working to meet the needs for actuarial advice and analysis across the entirety of government.

While our people work within four distinct teams, we encourage and value staff who work across our teams, broadening their own skills and building resilience in GAD.

The following pages set out more detail around the work done in the teams currently with open positions.



The Public Service Pensions team

The Public Service Pensions team currently,

Advises central government departments on the financial management of public service pensions, [including recent changes](#)

Supports government policy formulation as it applies to public service workforces, including planning pay, terms and conditions, including [Equalities Impact Assessments](#).

Works to support member understanding of the value of their pension scheme benefits, including [support to public service pensions administrators](#)

Seeks ways to improve the quality and use of [large datasets](#) held by departments and schemes



The Specialist Actuarial team

The Specialist Actuarial team currently,

Advises government on commitments to funded schemes under the Pensions Act 2004, including serving as Scheme Actuary for a range of schemes linked to the public sector.

Advises public sector bodies on the strategic use of pensions and total reward within their workforce offering, such as this [example](#)

Advises government on the development of pension policies for both the public and private sector, including [setting the cost control mechanism for public service pensions](#)

Helps UK government (and those overseas) to manage the near and long term financing of social security funds, including our [annual report on the National Insurance Fund](#)

Facilitates the treatment of pensions with compulsory transfers of employment, read more [here](#)



More about us

If you are interested in the work GAD carries out, feel free to look at our published material on gov.uk, including setting out the work of actuaries in government, including,



[GAD's work around the world](#)



[Decarbonising the school estate](#)

More information

[Webinars](#)

[News stories](#)

[Blogs](#)

[Case studies](#)

[Mortality Insights](#)

[Technical Bulletins](#)



GAD's Locations



GAD's London Office is located in 10 South Colonnade, Canary Wharf, and houses around 200 colleagues



GAD's Edinburgh Office is located in Queen Elizabeth House, New Waverley, and houses around 15 colleagues



What we offer – your career in GAD

In GAD you can grow your career, building new areas of expertise, undertaking greater levels of responsibility and expanding the impact you make on the mission of the UK Government.

Increased responsibility is recognised through grade-based promotions through our actuary bands, summary below and more detail on the next couple of pages. Progression beyond band 4 would usually be to a strategic leadership role within a team.

Band 1	Band 2	Band 3	Band 4
<ul style="list-style-type: none">• Support client and project teams with advice• Commission analysis• Salary: £62- 67k	<ul style="list-style-type: none">• Support client and project leads with advice• Lead commissioning of analysis• Salary: £70-79k	<ul style="list-style-type: none">• Lead on major projects and client advice• Support development of team and GAD• Salary: £84-93k	<ul style="list-style-type: none">• Lead across multiple clients and major projects• Lead development of team and GAD• Salary: £96-109k



What we offer – your career in GAD

We are recruiting for actuaries at bands 1 to 4. Below explains more about the expectations at different bands. How you are assessed during the interview process will determine which band you are offered.

Band 1 actuaries are typically recently qualified actuaries, or qualified actuaries who are new to pensions work, who support more senior colleagues on the production of actuarial advice. They would also be expected to assist with the development of trainee actuaries and other more junior colleagues.

Band 2 actuaries would typically have more experience than Band 1 actuaries and would lead on certain projects and client interactions on our smaller clients and would work with more senior colleagues on our larger clients and projects. They would also be expected to assist with the development of more junior colleagues and support on the team's business development objectives.



What we offer – your career in GAD

Band 3 actuaries would be expected to take responsibility for leading on larger pieces of work and on medium sized clients, and coming up with solutions to non-standard requests. They would report to more senior colleagues and be involved in developing more junior colleagues. They are also expected to contribute to growing our portfolio of work and looking for opportunities for where GAD can add value.

Band 4 actuaries at GAD are one level below a strategic team leadership role. Actuaries at this grade would be expected to lead on one of the team's major clients with little oversight from a more senior colleague. As well as leading on the work, this also involves representing GAD and supporting our clients at external meetings with a diverse group of stakeholders. At this level they would also be expected to support senior management in the operation of the team and develop more junior colleagues and play an important role in meeting the team's Business Development objectives.

Annual revenue for each of our clients ranges from around £50k to £2m, depending on size and complexity, with the public service pension schemes being some of the largest and most high profile in the country.



What we offer – care and support

Beyond the opportunity to work in a unique area and make a difference to the UK, we offer a generous package of benefits

- Flexi-time contracts – ensuring that you can claim hours back as holiday
- Hybrid working – to build connections and share expertise, everyone spends 60% of their time at our offices, but you have control over how you achieve this
- Access to the generous defined benefit Civil Service pension scheme with an average employer contribution of 27%
- Family-friendly policies including nine-months fully paid maternity/adoption/shared parental leave, and paid paternity and special leave, subject to eligibility criteria
- 25 days annual leave per year, increasing to 30 days after 5 years' service (pro rata for part time staff)
- Generous on-going training and development support, including 10 days of training each year
- Access to employee assistance programmes and occupational health support
- Other benefits including salary advances for travel, a cycle-to-work scheme, special leave for public duties and volunteering, as well as a staff benefits platform



Who should apply?

We want you to apply, our success thrives on the synthesis of a diverse range of thoughts and views.

There is no typical actuary in government, and GAD prides itself on having a welcoming and inclusive work culture.

As part of the public service, we take our obligations to equality seriously, as set out in our [equality objectives for 2021-25](#).



Who are we looking for?

We want people who can

- Build lasting connections with our clients, understand their needs and how actuarial advice can support them.
- Provide clear and impactful advice to a range of different stakeholders across the public sector
- Proactively seek out new ways for actuarial advice to make a difference in UK government
- Design and efficiently manage the delivery of complex analysis and advice to time and budget
- Coach and develop others in the department



Assessment process

We have designed our assessment process to let your talent and expertise shine, as well as for you to get to know a bit more about GAD



Civil Service Recruitment



Our vacancies are assessed using [Success Profiles](#). Subsequent references to technical expertise, experience, strengths and behaviours relate to specific items in the Success Profile Framework.

The [Civil Service Code](#) sets out the standards of behaviour expected of civil servants.

We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#).

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria.



Application

To apply please follow the links [here](#), provide contact details, your CV and a short statement on how your experience relates to your desired role.

Please also confirm whether you wish to apply under our Disability Confident Scheme.

We will consider the information set out in your CV and your statement to assess,

- Whether you meet the minimum professional criteria of Fellowship membership of the IFoA (or other international equivalent)
- Your **technical knowledge** of the actuarial concepts required for your chosen role
- Your **experience** as a consulting actuary



Interview

If you meet the criteria assessed at the application stage you will be invited to interview. These will typically be conducted at one of GAD's offices.

In advance, we will ask you to confirm any reasonable adjustments you may require at the interview.

The interview will seek to assess through competency and other forms of questions,

- Your **behaviours** in respect of working together, seeing the big picture, and delivering at pace.
- Your **strengths** in respect of being decisive, adaptable and analytical.
- Your **technical expertise** of the areas of advice covered by the team you are applying for.

If you have applied for roles in more than one team, you may be asked separate technical questions so that you can be appropriately considered for each role you have applied for.



Presentation

As part of the interview, you will be asked to role play as a GAD consulting actuary. You will be given the topic a number of days in advance of the assessment.

This stage of the assessment will involve typically 5-10 minutes of you talking around the topic with the remainder of the time spent in dialogue with the panel.

Through the presentation stage we will seek to assess,

- Your **behaviours** in respect of seeing the bigger picture, and communicating and influencing.
- Your **strengths** in respect of being an explainer, confident and authentic.

Note that we are not looking for technical accuracy at this stage.



Job Offer

Following your assessment we will get back to you as soon as we have reached a decision. In cases where there are a large number of highly talented candidates this can take a week or two.

If you are successful, we will offer you a role and feedback on the assessment.

If you did not meet the criteria, we will let you know and provide feedback on the assessment.

If you met the criteria but did not score as highly as other successful candidates, we will provide feedback and place you on a reserve list. If a similar role opens up within 12 months of your assessment, we will contact you to offer a position.

For successful candidates we will organise an informal conversation with a senior member of your new team who will give you the chance to ask more detailed questions about the role.

Job Description

Job Title	Actuary - Bands 1 to 4		
Department	Specialist Actuarial and Public Service Pension Schemes	Location	London or Edinburgh, with potential for some flexibility
Contract	Permanent	Number of roles	TBC
Hours	Full Time (36 hours) or Part Time - including flexible working arrangements	Reporting to	Senior Actuary

A number of roles are available at different grade levels. The grade offered will depend on how the candidate scores against relevant assessment criteria including demonstrable evidence, level of knowledge, depth and understanding required for the particular role grade.

Grade	Salary (FTE – Full-time Equivalent)
GAD Actuary Band 1	£62,040 – 67,478
GAD Actuary Band 2	£70,887 – 79,980
GAD Actuary Band 3	£84,526 – 93,619
GAD Actuary Band 4	£96,570 – 109,111



Key Responsibilities

1. Providing actuarial advice to clients within the Specialist Actuarial and/or Public Service Pension Schemes teams and supporting work across GAD.
2. Building on existing client relationships and develop new relationships, partnering with all clients to take forward work and develop new business based on their needs.
3. Collaborating with colleagues to ensure all work is scoped and delivered in an efficient and timely manner with a focus on providing value for money for our clients.
4. Providing a consistently high level of service to be provided and for work to be undertaken within professional requirements and GAD standards and guidance. This includes adapting to changing client needs and balancing conflicting priorities
5. Maintaining an up-to-date knowledge of role-relevant actuarial and other matters (including meeting all CPD requirements).

These job descriptions are a broad reflection of the required duties. They are not exhaustive, and changes will be made based on GAD's needs at the discretion of the relevant Function Lead and in conjunction with you.



Person Specification

	Assessment Criteria	Desirable / Essential
Technical (Assessed at application/ interview stage)	• Fellow of the Institute and Faculty of Actuaries, IFoA, or equivalent actuarial professional body	Essential
	• Detailed knowledge of UK actuarial concepts and techniques	Essential
Experience (Assessed at application stage)	• Experience of providing actuarial advice as a qualified Actuary	Essential
Strengths (Assessed at interview stage)	• Able to adapt to variations in work and effectiveness isn't impacted by change	Essential
	• Strong influencing and relationship building skills, including ability to build/maintain effective working relationships with colleagues and clients and help develop new business	Essential
	• Able to seek and analyse information to inform decisions based on the best available evidence	Essential
	• Able to organise and prioritise own workload with good time-management - taking the initiative, balancing conflicting priorities and taking ownership of tasks	Essential
Behaviours (Assessed at interview stage)	• Delivering at pace	Essential
	• Seeing the big picture	Essential
	• Working Together	Essential
	• Communicating and influencing	Essential



Further information

If you feel at any time your application has not been treated in accordance with the values in the Civil Service Code and/or if you feel the recruitment has been conducted in such a way that conflicts with the Civil Service Commissioner's Recruitment Principles, you may make a complaint, by contacting Human Resources at human.resources@gad.gov.uk in the first instance. If you are not satisfied with the response you receive, you can contact the Civil Service Commissioners using the link below.

[Contact Us - Civil Service Commission \(independent.gov.uk\)](https://independent.gov.uk)



Apply Now!

If you have any queries, please contact our Recruitment team on recruitment@gad.gov.uk

Please submit all applications through Civil Service Jobs, we look forward to hearing from you soon!

