



Government
Actuary's
Department

Part-qualified actuaries in Government

We're hiring!

March 2024



Make a difference in the public sector



In this document

What positions are available?

Why work with us?

What do we do?

Where are we based?

What do we offer?

Who are we looking for?

How do we hire?

Positions available

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

Positions	Team	Location	Grades*	Salary*	Hours**	Status**
Part-qualified actuary	Specialist Actuarial Team	London & Edinburgh	Senior Trainee	£44-61k	Full or Part time	Permanent or Fixed Term
Part-qualified actuary	Analytical Solutions Team	London & Edinburgh	Senior Trainee	£44-61k	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.



Specialist Actuarial Team

The Specialist Actuarial Team advises a wide range of clients on pensions and social security across the public sector:

- 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 government on the development of pension policies for both the public and private sector, including setting the [cost control mechanism for public service pensions](#) and [reviewing the State Pension age](#)
- Advises public sector bodies on the strategic use of pensions and total reward within their workforce offering, such as this [example](#)
- 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 [staff transfers of employment](#)

Analytical Solutions Team

The Analytical Solutions Team provides a central hub of analytical expertise for GAD, supporting our client-facing teams in delivering high-quality analysis and advice:

- Produce actuarial analysis to inform GAD's advice to government departments, across areas of insurance, investment, pensions and risk.
- Work across a wide and growing range of analytical areas including funded and unfunded pensions, social security, as well as bespoke analysis and model building for Government.
- Apply actuarial and modern data science techniques to allow government to better understand and manage risks for important policies affecting the entire UK.
- Serves as a platform for innovation and change within GAD, exploiting new tools and techniques to drive improvement.



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

We are recruiting for part-qualified actuaries at “Senior Trainee” level – this is for people who have a number of years’ experience of working in an actuarial role and are making significant progression through the IFoA actuarial examinations.

As a Senior Trainee you would get involved in a range of work which will help support your career development as you progress towards qualification. This will include producing and checking actuarial analysis to inform GAD’s advice to government departments, supporting client engagement by preparing written advice and supporting in meetings and presentations.

GAD prides itself as a learning organisation, and you would be supported with a wide range of training and development opportunities, including up to 10 days of training each year

You would initially join either the Specialist Actuarial or Analytical Solutions teams, but would have the opportunity to rotate to different teams over the coming years as you build up your experiences at GAD.

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 at least 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)
- 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 in the ad, 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 criteria of part-qualified Fellowship membership of the IFoA (or other international equivalent)
- Your **technical knowledge** of the actuarial concepts required for the role
- Your **experience** as a part-qualified 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 part-qualified 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.

Key Responsibilities

1. Producing and checking actuarial analysis to inform GAD's advice to government departments, across a range of different areas.
2. Supporting client engagement by drafting reports and advice as well as providing support in meetings and presentations.
3. Managing your time and effective prioritisation of projects to deliver high quality work to time and budget. You will also be responsible for assisting with broader project management and development of junior staff.
4. Proactively developing your knowledge and understanding of actuarial methods and analysis, data science, the issues and risks facing Government as well as how GAD can best provide advice to our clients.
5. Identifying and suggesting new ways of working and areas where GAD can provide advice.
6. Working within GAD's professional standards and departmental procedures and guidance notes.
7. Using MS Office and modern data science languages such as R and Python to carry out analysis and prepare advice for clients.

These responsibilities 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 Team Lead and in conjunction with you.

Person Specification

	Assessment Criteria	Desirable / Essential
Technical (Assessed at application stage)	• Significant progression through the actuarial examinations	Essential
	• Knowledge of principles of actuarial concepts and techniques	Essential
Experience (Assessed at application and/or interview stage)	• Experience of working within an actuarial department	Essential
	• Experience of delegating and managing work produced by colleagues	Essential
	• Experience of drafting client advice	Essential
	• Experience of checking models and analysis including high level reasonableness reviews	Essential
	• Experience of presenting to clients, colleagues and other stakeholders	Desirable
Strengths (Assessed at application and/or 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
	• Communicating and influencing	Essential
	• Changing and improving	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!

